



Job Profile - Executive Director

Job Purpose

The Executive Director is responsible for the successful leadership and management of Concrete Alberta according to the strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

The Executive Director performs some or all of the following:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide Concrete Alberta
- Identify, assess, and inform the Board of Directors of internal and external issues that affect Concrete Alberta
- Act as a professional advisor to the Board of Director on all aspects of Concrete Alberta's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for Concrete Alberta
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent Concrete Alberta at industry and stakeholders activities to enhance Concrete Alberta's profile

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of Concrete Alberta
- Ensure that the operation of Concrete Alberta meets the expectations of its members, Board and other stakeholders
- Oversee the efficient and effective day-to-day operation of Concrete Alberta
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, member and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program planning and management

- Oversee the planning, implementation and evaluation of Concrete Alberta's programs and services
- Ensure that the programs and services offered by Concrete Alberta contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of Concrete Alberta to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further Concrete Alberta's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- Work with staff and the Board (Secretary/Treasurer) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of Concrete Alberta
- Establish good working relationships and collaborative arrangements with stakeholders groups, including industry partners, government officials and members, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization's people (members, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Qualifications

Education

- University degree in a related field is preferred

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal, provincial and municipal government policy development and operational processes
- Knowledge of current industry challenges and opportunities relating to the mission of Concrete Alberta
- Knowledge of issues related to procurement and planning of large scale infrastructure and transportation projects
- Knowledge of human resources, financial and project management

Personal characteristics

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Member Needs:** Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Experience

- 5 or more years of progressive management experience
- 3 or more years of senior level political and bureaucratic experience
- Working knowledge of not-for-profit board operations and governance

Compensation

- An excellent salary and benefit package awaits the successful candidate

Interested candidates should submit a resumé via email to: robin.bobocel@concretealberta.ca no later than noon on June 16, 2017. All communications in this regard will be held in the strictest of confidentiality.