

Position Description

Interim Executive Director

Canadian Heavy Oil Association

Role

As the first executive director of CHOA, the successful candidate will provide leadership, focus and energy to the Board, volunteers and staff of CHOA. The Interim Executive Director will ensure that members continue to benefit from the ongoing services of CHOA while leading the Association's sustainable growth and development. Critical responsibilities of the IED will include supporting the transition of the Board to a policy governance model; facilitating the ongoing contribution of volunteers in delivering CHOA services; development of a sustainable financial model, and, the planning and launching of a new public communications initiative.

Accountabilities

1. Works in partnership with the Board to develop its governance function;
2. Identifies emerging or critical issues that may be of potential risk to CHOA and Informs the Board on a timely basis;
3. Develops, with the Board, a transition strategy to guide the development of the organization, establishes benchmarks and targets for success, and implements the strategy through CHOA staff and volunteers;
4. Ensures volunteers enjoy positive and productive experiences while contributing to CHOA work;
5. Assesses and manages all employees and service as well as the retention and termination of employees and service providers;
6. Leads the development and implementation of a public education initiative, including securing funding from sponsors or partners;
7. Develops and works within the budget to achieve goals;
8. Ensures that CHOA meets all financial and program reporting requirements as required by funders and Board policies;
9. Represents the CHOA on all management and operational matters to members and external stakeholders;
10. Develops the necessary processes and ensures that the documentation of operational policies, procedures, file indexes, relationships and contact information is in place in order that a smooth transition of leadership is achieved with incoming permanent executive director; or, should an emergency arise where the IED could not complete the contracted work;
11. Facilitates the transition to a permanent Executive Director.

Core Competencies

1. *Collaborative leadership style* – Builds alignment among different stakeholders during a period of organizational change. Guides, motivates and inspires self and others to achieve quality results that enhance CHOA's reputation.
2. *Financial and business planning skills* – Develops and implements business plans, budgeting and contract management processes. Working knowledge of financial statements and associated principles and procedures. Evaluates progress and takes corrective action.
3. *Business Development* – defines opportunities and secures support for new initiatives, especially in public education. Prepares proposals for sponsorship and funding. Plans and launches new offerings of CHOA. Manages risks within established guidelines.
4. *Excellent communicator* with range of audiences – Possesses superior oral and written communication skills. Communicates critical information in a clear and timely basis while exercising good judgment in managing sensitive information. Elicits perspectives and concerns of the CHOA membership and other stakeholders. Establishes trustworthy relationships.
5. *Results oriented* – achieves identified goals, using creative and entrepreneurial approaches to obtain results. Identifies and resolves barriers affecting services to members
6. *Effective Staff and Volunteer Management* – Supports and guides volunteers and staff, enabling their success. Follows best practices for volunteer management.
7. *Knowledge of Heavy Oil* – broad knowledge across the industry is desirable.

Skills and Experience

1. At least 5 years successful experience as an executive director with an industry or professional association, or with a non-profit agency (or a comparable combination of non-profit and business management experience). A diploma, degree or certification in non-profit or association management is a plus.
2. Ability to work collaboratively and secure the support of diverse stakeholders active with CHOA, including individual members, corporations, education institutes and government departments,
3. Experienced in working on behalf of a policy board and in facilitating its development. Ideally, the candidate will have previously supported a Board in its transition to a policy governance model.
4. Management experience in leading membership based organizations.
5. Professional experience in conceptualizing, designing, marketing and launching a national public education initiative.

Term Approximately 1 year fixed term commencing April 2010



To apply, please submit your résumé and cover letter attention Cayly Dixon to cayly.dixon@thecentrepoint.ca. If you have any questions, you can reach her at this email address or by phone, (403) 538-8619.