



## ACEC-SK Executive Director Job Description

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### About ACEC-SK

The Association of Consulting Engineering Companies – Saskatchewan (ACEC-SK) is a provincial member association that represents the business interests of the consulting engineering industry in Saskatchewan. The Executive Director is the senior-most staff position, providing strategic and operational leadership to support an association-wide strategic plan in alignment with ACEC-SK's mission, vision, and values. This role is pivotal in steering the organization towards its goals and ensuring its continued success and relevance in the industry.

### Job Responsibilities

#### 1. Board Governance:

- Collaborate with the elected Board of Directors on strategy to lead ACEC-SK in a manner that supports and guides the organization's mission.
- Identify, create, and implement strategic plans to achieve business objectives and define the future state and mission.
- Oversee and report on the organization's results for Board consideration.
- Communicate effectively with the Board, providing timely and accurate information for informed decision-making.
- Offer viewpoints from an enterprise perspective, analyzing industry and association trends.
- Maintain a risk registry and regularly monitor and share opportunities and threats with the Board.
- Leverage methods, metrics, and benchmarks for measuring progress and continuously improving efforts.
- Create learning and development experiences to develop volunteer leaders who drive engaged behaviors.
- Foster a continuous culture of learning to enhance the overall volunteer and employee experience.

#### 2. Advocacy:

- Represent the association by influencing policy and process decisions favorable to the Saskatchewan consulting engineering industry with provincial politicians, senior government officials, community representatives, senior private sector leaders, client group associations, and sister organizations.
- Work collaboratively with committee and task group volunteers to ensure consistent association/industry messaging.

#### 3. Financial Performance and Viability:

- Develop resources to ensure the organization's financial health.



- Monitor new member onboarding and current member retention to forecast trends, review dues formulas, and develop/sustain other revenue sources to support ACEC-SK's mission.
  - Oversee ACEC-SK's fiscal integrity, including the submission of a proposed annual budget and monthly financial statements that accurately reflect the organization's financial condition.
  - Manage fiscal operations to ensure maximum resource utilization and maintain a positive financial position.
  - Undertake bookkeeping functions to support division of accounting duties per generally accepted accounting principles.
- 4. Organization Mission and Strategy:**
- Work with the board and staff to ensure the mission is fulfilled through programs, strategic planning, and stakeholder/community outreach.
  - Identify and oversee implementation of ACEC-SK's programs in conjunction with volunteers and staff.
  - Lead tactical planning to ensure ACEC-SK can successfully fulfill its mission into the future.
  - Enhance the association's image by being active and visible in the community, working closely with other professional, civic, and private organizations, developing association messaging, and overseeing social media and public relations campaigns to ensure consistency across all media.
- 5. Volunteer Management:**
- Foster strong working relationships with over 200 volunteers to further the association's mission.
  - Understand individual volunteer strengths, weaknesses, and interests.
  - Establish personal rapport with volunteers, understanding their constraints and assisting where possible.
  - Vet volunteer participation to ensure personal agendas do not impede association initiatives.
  - Develop new volunteers by promoting the benefits of volunteering for the association.
  - Recognize and manage personal biases to prevent issues from impeding association goals and mission.
- 6. Organization Operations:**
- Oversee and implement appropriate resources to ensure effective operations.
  - Create a work environment that attracts and retains competent, qualified staff.
  - Administer ACEC-SK's operations effectively.
  - Ensure all notes, agreements, and other instruments made on behalf of the organization are signed.



## Professional Qualifications

Candidates should meet the following qualifications:

- **Educational Background:** A bachelor's degree is required.
- **Leadership:** Transparent and high-integrity leadership.
- **Experience:** Five or more years of senior nonprofit management experience, including working with a Board of Directors.
- **Strategic Thinking and Planning:** High-level strategic thinking and planning skills. Ability to envision and convey the organization's strategic future to staff, board, volunteers, and sponsors.
- **Communication:** Ability to effectively communicate the organization's mission to sponsors, volunteers, and the community. Strong written and oral communication skills and public speaking ability.
- **Staff Collaboration:** Demonstrated ability to oversee and collaborate with staff, fostering a collaborative work environment.
- **Financial Management:** Ability to generate new revenue streams and improve financial results. Strong non-profit financial management skills, including budget preparation, analysis, decision making, and reporting.
- **Organizational Abilities:** Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- **Work Ethic:** Strong work ethic with a high degree of energy. Ability to prioritize ACEC-SK's goals and initiatives even when working independently.
- **Relationship Building:** Proven ability to build relationships with organizational partners and members.
- **Enthusiasm and Drive:** Enthusiasm for ACEC-SK's mission and goals. Drive to keep things moving forward even when others step back.

The Executive Director role at ACEC-SK offers a unique opportunity for a dedicated and experienced leader to make a significant impact on the consulting engineering industry in Saskatchewan. If you meet these qualifications and are excited about leading a dynamic organization, we encourage you to apply.

### Other:

To apply, please send a cover letter and cover letter and cover letter and resume to [mcooper@acec-sk.ca](mailto:mcooper@acec-sk.ca)

**Please note: We are open to part time and full time applicants.**