



Alberta Association of Immigrant Serving Agencies

Job Description: Executive Director

Position title	Executive Director
Reports to	AAISA Board
Direct Reports	Manager, Programs & Services Manager, Strategic Engagement & Outreach

Position Summary: Reporting to the Board of Directors, the Executive Director is responsible for the human, physical and financial resources of AAISA. The Executive Director has a deep understanding of the needs of the settlement and integration sector practitioners in Alberta, as well as familiarity and engagement with the federal and provincial government and other umbrella settlement organizations in Canada. The Executive Director ensures that all operational activities are in line with AAISA mandate, values, Strategic Plan and Business Plan.

Duties and Responsibilities

Leadership and Management

- Works with the Board in order to fulfill the organization's vision, mission and Strategic Plan
- Leads the development and implementation of the Business plan
- Develops beneficial working relationships with all AAISA stakeholders
- Ensures effective and efficient delivery of all operational activities emanating from sectorial engagement initiatives, research and policy development, sectorial learning and professional development, social enterprise initiatives, financial and human resources management and internal and external communications
- Provides the Board with progress reports on the attainment of the goals and objectives of the Strategic Plan
- Identifies emerging issues that affect AAISA and pilots the organization to utilizing suitable change mechanisms when needed
- Implements the policies and procedures of AAISA
- Oversees a system which maintains (including confidentiality) concise and comprehensive records
- Ensures full alignment with HR practices and labour standards
- Ensures risk management policies are in place for all aspects of AAISA business
- Supervises financial outcomes (budgeting, financial reporting and external audits)
- Provides ongoing liaison with current and potential funders
- Oversees preparation of AAISA's annual report and all other publications

Leadership of Staff

- Oversees the recruitment, selection, orientation and retention of staff
- Sets clear, result-oriented goals with realistic and measurable outcomes and in alignment with the strategic direction of AAISA.
- Provides access to professional development opportunities for all staff
- Models excellent communication skills, listening, involving, respecting input and using it
- Assists staff to develop skills and competencies and delegates responsibilities in accordance with staff job descriptions
- Ensures annual performance evaluations are completed for all staff at AAISA
- Ensures proper implementation of personnel policies and maintenance of records
- Facilitates the development of a succession plan for key positions within AAISA

Communications

- Provides leadership for the development and maintenance of sectorial engagement networks
- Represents AAISA at different levels of government and public representation
- Communicates with the association's stakeholders and keeps them informed of AAISA's sectorial membership engagement activities, sectorial learning and professional development, research and policy development and other operating outcomes and impact practices
- Ensures the timely dissemination of information to stakeholders on the benefits of AAISA's operations and the changing needs and conditions of the settlement and integration sector

Financial Management and Fund Development

- Proactively manages revenue generation to support organizational needs; achieves financial sustainability through progressive sources of revenue and innovative ventures including social enterprise
- Ensures the proper administration of funds according to the budget approved by the Board
- Reports to the Board through financial statements of revenues and expenditures
- Ensures that sound bookkeeping and accounting procedures are maintained and that AAISA complies with tax obligations and all relevant regulations

Risk Management

- Manages and mitigates the risk factors associated with people, tasks/projects, knowledge and resources
- Develops and implements a risk management plan
- Assesses and ensures that potential threats to the image of the organization are diffused

Board Interface

- Ensures open channels of communication between Board and ED
- Keeps Board informed through monthly written reports
- Attends Board meetings and actively participates in Board discussions
- Brings all risk related areas to the Board attention
- Attends Board committee meetings and assists their work
- Board annually evaluates the ED's job performance
- Board approves annually ED's goals, objectives & outcomes
- ED works with the Board to ensure appropriate communication channels are in place

Skills and Attributes

- Knowledge of strategic planning and management
- Knowledge of leadership and management principles for non-profit organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations (employment standards, human rights, occupational health and safety, charities, taxation, and other relevant regulatory requirements)
- Knowledge of government policies relating to the mission of the organization
- Knowledge of human resources management, financial and project management
- Ability to assess options and determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results
- Flexible, versatile and/or tolerant in a changing work environment
- Values and understands ethical behaviour and business practices/able to lead by example
- Establishes and maintains positive working relationships with stakeholders
- Possesses strong oral and written communication skills
- Possesses innovative skills to improve operations and create new opportunities
- Strong problem solving capabilities
- Ability to foster teamwork, work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Demonstrated belief in mutual respect, equality and fairness
- Excellent listening, writing and verbal communication skills
- Belief in non-discrimination, demonstrated through non-prejudiced approach to class, race, gender, age religion and sexual orientation

Qualifications

- Minimum of a Bachelors' Degree in the Social Sciences, Community Development, Public Administration or a related field; Masters' Degree is an asset
- Knowledge of funding applications/grants
- Corporate and community liaison experience
- Government relations, communications, and management experience
- French language is considered an asset



Working Conditions

- Work is open to occasional flexible work hours

To Apply:

We ask the qualified candidates include a resume and cover letter, and send directly to eambtman@aaisa.ca with the subject line "AAISA Executive Director."

The position will remain open until filled.