

EXECUTIVE DIRECTOR

JOB DESCRIPTION

1.0 POSITION OVERVIEW

Reporting to the CAGFO Board of Directors, this part-time contract position has primary responsibility for advancing the vision, strategic direction and oversight of the day to day operations of the association. The Executive Director coordinates strategic planning, provides policy advice to the Board of Directors and acts as the key liaison with external organizations and agencies.

Overseeing and working with a Manager of Operations and Member Services, the position operates at a high level of independence and requires significant judgment and discretion. The position may be located anywhere in Canada and requires the incumbent to provide their own office and equipment.

2.0 DUTIES AND RESPONSIBILITIES

Managing and growing the organization (30%)

- Work closely with Board members to develop and implement the strategic plan
- Evaluate progress, monitor trends, and report regularly on how the organization can improve and grow.
- Manage financial health of the organization and assist with preparing detailed and long-term budgets.
- Develop and expand alternative revenue sources
- Oversee the work of the Manager of Operations and Member Services

Relations with other organizations (10%)

- Maintains relationships with GFOA organizations and other organizations that would benefit the strategic direction and vision of the organization
- Represent the Association as required

Conference Management (10%)

- Project manage the annual conference
- Propose hotel choices to Board and negotiate hotel contract as required
- Work with Manager to develop conference promotion plan

Conference Program (30%)

- Work with board to develop theme and focus areas for the conference

- Develop a comprehensive outline for conference sessions
- Work with board to retain first-rate keynote speaker
- Arrange key speakers with standing in the government finance community
- Work with sponsors and members to develop technical sessions
- Oversees coordination of speakers at the conference

Sponsor Development (20%)

- Maintain relationships with existing sponsors and work to develop new ones
- Propose sponsorship rates and policies to the Board and apply accordingly
- Ensure sponsors are getting value and are aligned with our values.
- Monitor sponsor activities at the conference and ensure they are fully recognized.

3.0 REQUIRED EDUCATION AND EXPERIENCE

- A minimum of 10 years progressive experience in management
- A good understanding of government finance particularly in the municipal field
- Experience working with boards and understanding of professional membership organizations

4.0 PERSONAL CHARACTERISTICS

Competence in the following:

- *Leadership:* Ability to communicate a vision, inspire members and produce results through others.
- *Building Relationships:* Establish and maintain working relationships and effective public relations with internal and external stakeholders, including members, volunteers, partners, and suppliers
- *Strategic and Critical Thinking:* Generate and apply insight, opportunity, reasoning and logic to new or unfamiliar ideas, opinions, and situations