

Position: Executive Director
Type: Full Time, 37.5 hours/week
Salary: \$110,000-125,000 based on experience, plus benefits
Location: Volunteer Alberta, Downtown Edmonton

Do you want to work in an upbeat and vibrant organization focused on social good? Are you interested in innovative and creative ways of reaching, diverse groups throughout the province providing services, sharing knowledge, and making connections? Are you at your best in a fast paced and productive work environment?

The Organization:

Volunteer Alberta works to strengthen Alberta's nonprofit/voluntary sector organizations. We are an inclusive member association serving and representing Alberta's diverse nonprofit organizations. We are a voice for the value of volunteerism and the nonprofit sector, encouraging participation and collaboration that contributes to the common good in Alberta.

Working as a leader in this sector, we strive to connect organizations and help them achieve their missions in Alberta's communities. We work to elevate the nonprofit sector in Alberta by collaborating with other sector-serving organizations locally, provincially, and nationally. Our members are nonprofit organizations working in all subsectors, from communities across the province.

The Position:

Volunteer Alberta's Board of Directors is seeking a highly motivated individual to lead, promote and strengthen volunteerism in Alberta. The Executive Director works closely with the Board of Directors and capable staff to lead Volunteer Alberta through challenges and successes with innovative thinking, inspired leadership, and human resource empowerment.

The Executive Director works to enhance the capacity of Alberta's nonprofit/voluntary sector with a strong focus on volunteerism, partnerships, and collaborations. The Executive Director contributes as an informed and influential member of the nonprofit/voluntary sector in Alberta and provides strategic leadership in the development of the sector. The Executive Director will work to enhance Alberta volunteerism through the development of a collaborative model with a strong focus on social innovation, partnerships, and enterprise. Critical to this role will be an understanding of the value of collaboration through partnerships and networks, and the ability to manage and take risks as needed.

Under the authority of the Board of Directors, the Executive Director assumes leadership responsibility for day-to-day operations and ensures Volunteer Alberta's work is streamlined with its Strategic Directions. The Executive Director has the authority to direct the implementation of the organization's networks, tactics, programs and services, and is responsible for the leadership to all staff members and volunteers. The Executive Director ensures Volunteer Alberta can articulate the difference we make and have made.

This is a full time leadership position based in Edmonton with compensation based on the successful candidate's expertise. In this role you will find opportunity to learn every day, with the expectation that you will be an expert on issues related to volunteerism and the nonprofit/voluntary sector. You will be both a leader amongst your peers and a follower in working with other experts and sector leaders.



Empire Building - Suite 609
10080 Jasper Ave
Edmonton AB T5J 1V9

P 780 482 3300
TF 1 877 915 6336
F 780 482 3310

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Candidate Qualifications, Competencies, and Personal Characteristics:

This role requires diverse competencies and the successful candidate will be able to demonstrate excellence in many of them. Your leadership credibility and integrity is augmented by your strategic insight of emerging sectoral trends and your depth of experience in innovative approaches and responses. You understand that to enhance the quality and efficiency of programs and services, creative thinking, application of technological advances, and applying these advances in the nonprofit/voluntary sector environment is necessary. Knowing that diligence and discipline are necessary to sound stewardship of public and private funds, you have consistently shown an ability to deliver on time and within budget. The successful candidate will work to develop strategies to ensure any gaps in the competencies and qualifications are met through other staff and/or specifically skilled volunteers.

Required Qualifications

- Post-Secondary degree in Human Ecology, Business, Leadership, Political Science, or other relevant field of study.
- Minimum of ten years in leadership roles in the nonprofit/voluntary sector. Proven track record of senior leadership with a high level of policy, planning, and communications skills.
- Minimum of five years of related experience in community development and relationship building, project management, management of people, and environmental assessment.
- Knowledge of the nonprofit/voluntary sector, client groups, and/or awareness of issues specific to the nonprofit/voluntary sector in Alberta, Canada, and internationally.
- Leadership skills enabling strong relationships to be built and nurtured, with business, entrepreneurial, and political savvy and a drive and dedication toward a high degree of stakeholder satisfaction.
- Commitment to consultation and consensus building, balanced with the ability to act decisively in a politically astute and highly professional 360° manner.
- Demonstrated passion for volunteerism, relationship building and collaborative focus, and an appreciation for the nonprofit/voluntary sector.
- Strong interpersonal skills to develop strategic relationships and engender confidence and trust in order to collaborate and work effectively with staff, the Board of Directors, stakeholders, related government bodies, the corporate and foundation communities.
- Exceptional written and verbal communication skills.
- Strong fund development abilities focused on achieving results and financial management skills.
- High level of public relations and communications abilities to effectively gain the cooperation of others and profile Volunteer Alberta and the nonprofit/voluntary sector in the public and media.
- Ability to manage groups of people and delegate tasks .
- Ability to deal with ambiguity and be flexible to a changing environment.
- Ability to lead and work in a team and independently.
- Self-motivated, demonstrating creative problem solving, and a positive attitude.
- High degree of accuracy and the ability to maintain confidentiality and discretion.
- Must be eligible to work in Canada (i.e., citizen/landed immigrant).

Desirable Qualifications

- Experience as an Executive Director of a nonprofit organization
- Understanding of Alberta communities
- Experience on a nonprofit Board of Directors
- Experience in collaborations and partnerships for mutual benefit
- Experience with social innovation and change management



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Volunteer Alberta staff and volunteers are a dynamic and fast moving team. Volunteer Alberta offers our staff (after completing the probationary period) a comprehensive benefits package including health and dental benefits, enhanced vacation, contributions towards an RRSP, and others. We also invest in the professional development of our staff.

If you feel you are the candidate with the required competencies, please submit your resume and cover letter to the Volunteer Alberta Board, care of Board Administrator, Cindy Walter, at volab@volunteeralberta.ab.ca with 'Executive Director Position' in the subject line.

Deadline for applications: February 19, 2018, 11:59pm MT.

We appreciate your interest in Volunteer Alberta; only those who are selected for interviews will be contacted. Volunteer Alberta is an Equal Opportunity employer. Applicants must be legally entitled to work in Canada. For more information, please visit our website at www.volunteeralberta.ab.ca.



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