

Executive Director Recruitment

The Alberta Chapter of the Canada Green Building Council (CaGBC) is looking for a part time Executive Director to lead this organization in partnership with the volunteer Board of Directors. This is an ideal position for a well spoken entrepreneur working from home in either Edmonton or Calgary 25 to 30 hours per week. Hours are flexible but some evening work attending events is required as well as some travel primarily between Edmonton and Calgary.

The Alberta Chapter is a rapidly growing, not-for-profit organization that acts, in partnership with the national organization, as a catalyst for green building development throughout Alberta.

Please submit resumes and salary expectations via e-mail to

info@abcagbc.org

No later than 13 August 2008

Job Description

The Executive Director is responsible for the successful leadership and management of the Alberta Chapter of the Canada Green Building Council according to the direction set by the Board of Directors.

Qualifications

Education

- University Degree in a related field

Professional Designation

- LEED Accredited Professional – desired

Knowledge, Skills, and Abilities

The Executive Director will have proven and demonstrable experience in:

- Implementation of leadership and management principles as they relate to non-profit/voluntary organizations
- Building revenue generating streams
- Managing human resources and organizational finances
- LEED and other “green building” standards
- Federal and provincial legislation applicable to voluntary sector organizations such as: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.

Experience

- Five to seven years of progressive management experience in a similar sector organization

Job Description

The Executive Director reports to the Alberta Chapter Board of Directors.

Primary Duties and Responsibilities

Operational Planning and Management

- Develop an operational plan that incorporates the goals and objectives of the Chapter
- Prepare a comprehensive budget and long range forecast
- Work with the Board to secure adequate funding for the operations of the organization
- Research funding sources, oversee the development of fund raising plans and write funding proposals
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with regular comprehensive financial reports
- Ensure the organization is in compliance with all legislation covering taxation and withholding payments
- Ensure the preparation and timely submission of annual Auditor's report and annual Financial Report to members
- Approve routine expenditures within the authority delegated by the Board
- Oversee volunteer activities and recognition
- Determine administrative support requirements and procure as required

Leadership

- Attend all Board meetings and issue meeting notes
- Participate with the Board in annually reviewing the Chapter's Business Plan
- Develop and implement a fundraising strategy to support the Chapter's Business Plan
- Identify, assess and inform the Board to internal and external issues that affect the Chapter, the CaGBC, and the sustainable built environment community
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- Conduct official correspondence on behalf of the Board

- Liaise with the CaGBC national board, other CaGBC Chapters, USGBC Organization and World GBC where required

Marketing and Communications

- Oversee the planning, implementation and evaluation of Chapter programs, services and local events including the annual Sustainable Building Symposium
- Identify opportunities for membership expansion and ways in which the Chapter can serve their member's needs and support their green building activities
- Communicate with members and other stakeholders to keep them informed of the Chapter's activities
- Act as a spokesperson for the Chapter and represent the Chapter at public and corporate events related to green buildings, infrastructure development, energy conservation and sustainable design and technologies
- Establish good working relationships with municipalities, provincial and federal agencies, community groups, funders, politicians and other organizations
- Engage community leaders to encourage the adoption of green building design and sustainable community development
- Oversee and update the Chapter's web site content and metrics