

SAA Position Posting

Position: Executive Director; per attached job description.

Hours: Negotiable between .5 and .8 FTE (after first 3 months)
Considerable flexibility but some 'core' hours may apply

Salary: Range \$48,000 - \$65,000 FTE annually

Location: Saskatoon; Regina a negotiable *possibility*

Negotiable: Other salaried commitments

Apply to : execdir@saskarchitects.com

Applications close on March 12th at 4p.m. local time.

Position Title:	Executive Director
Organization:	Saskatchewan Association of Architects
Reporting Relationships:	
Reports To:	Council
Supervises:	Office Staff and Volunteers

SUMMARY

The Executive Director (ED) provides leadership and strategic management services to the Saskatchewan Association of Architects (SAA). The ED provides professional support and policy guidance to Council, and ensures that the policy decisions made by the Board are carried out effectively. The ED is responsible for the effective development and management of the SAA's programs and operations while exercising stewardship over its human and financial resources. Further, the Executive Director represents the organization at the staff level to related industry organizations, governments, SAA sponsors and the media. The Executive Director is directly accountable to the SAA's Council.

MAJOR RESPONSIBILITIES

1. Provides strategic and policy leadership

a) Strategic Planning

- Facilitates the SAA's strategic planning process including the review of vision and mission statements and the development of goals, objectives and implementation strategies.

b) Policy Development Support to Council

- Identifies policy issues and provides policy assistance to Council.
- prepares and coordinates Council meetings, including making recommendations for the agenda and preparing documentation (reports, policy papers, and recommendations for action).

c) Policy Alignment of Committees and Task Forces

- Ensures activities of committees and task forces are in alignment with policies established by Council, either through direct participation or staff assignment.

d) Implementation

- Monitors and ensures implementation of Council policies, and reports regularly to Council on performance relative to the approved goals and objectives, ensuring that issues of concern to the organization are brought to the attention of Council.

2. Oversees and manages SAA's resources

a) Human Resource Management

- Coaches, mentors and empowers fellow staff members for teamwork and performance;
- coordinates the development and implementation of human resource policies
- ensures that up-to-date position descriptions are maintained for all staff positions;
- oversees the recruitment, appointment and orientation of all staff and volunteers, and determines staff and volunteers requirements;
- ensures staff are informed of the goals and policies of the organization;
- directs the work of all staff and delegates responsibility, as appropriate;
- carries out job performance evaluations annually, where appropriate;
- ensures that staff and volunteers receive adequate training and resources to be effective.

b) Financial Development and Management

- monitors the annual preparation of a draft budget, in collaboration with the Secretary-Treasurer for approval by council and submission to the AGM
- monitors budget performance and advises the Board of significant variances requiring attention;
- ensures efficient fiscal management of the SAA.

3. Oversees and manages all SAA's programs and operations

a) Organizational Development

- Facilitates organizational change/development to meet changing needs and demands by ensuring that appropriate supporting structures and systems are developed and maintained.

b) Program Planning, Implementation and Evaluation

- Assesses, coordinates and oversees the preparation of long-term and annual program plans and strategies in collaboration with staff, Board, and other volunteers;

- manages the SAA's program in accordance with the overall mandate and agreed programming criteria, and undertakes specific program or project responsibilities and activities, as identified in joint work planning with the staff;
- monitors and evaluates the implementation of programs, based on feedback from an appropriate stakeholder information system;
- provides regular program performance reports to Council and members when needed.

c) General Administration

- Oversees the establishment and implementation of efficient cost-effective operations, administrative policies and procedures;
- ensures that the staff is properly managed and that all work is conducted in accordance with the policies and operating guidelines established by Council;
- oversees the negotiation and administration of approved contracts with external agencies;
- ensures the organization is properly insured.

4. Takes the lead in communications and external liaison

- a) Establishes and maintains effective communication and relations with the RAIC, Provincial Associations of Architects, Schools of Architecture, the RAIC Syllabus Program, CACB and related parties within the architectural community.
- b) Acts as liaison with the government and national and international associations through participation in committees, attending meetings, and maintaining appropriate contact including participating and leading lobbying and advocacy activities.
- c) Ensures that a communications strategy is established, implemented, monitored, and evaluated.
- d) As directed by the President, acts as spokesperson for the organization.

POSITION QUALIFICATIONS

The ideal candidate will have

Education or Equivalent Knowledge

Education: University degree, with pre- or post-studies in Management preferred.

Knowledge of Sector: Knowledge and appreciation of the issues and challenges facing the Canadian architectural profession and construction industry.

Organizational theory: Knowledge of recent management theory and practice, in particular, how this applies to the development of professional associations.

Certification : CAE or similar preferred

Prior Experience

Association Experience: A minimum of five years experience working with a membership organization and a Board of Directors (or equivalent), demonstrating management skills and the ability to facilitate the work of volunteers.

Networking/Advocacy: A broad range of contacts in government and corporate sectors. Good knowledge of government systems and operations.

Communications: Proven experience in public relations and developing and implementing communications programs to raise the profile of the organization and its programs among its members and outside of the organization. This will include familiarity with media (print, radio, television and internet) relations as well as web based technology and opportunities.

Other Qualifications/Skills

Values: A commitment to SAA's values, vision and mission.

Leadership: An ability to inspire, lead and empower colleagues to achieve their potential.

Inter-personal: Effective inter-personal skills including the ability to exercise tact, discretion and judgment at all times.

Communications: Excellent communication skills (oral and written).

Conceptual thinking: Strong conceptual skills and a demonstrated ability for strategic thinking.

Self-directed: Capacity to take initiative and to work in a self-directed manner as well as provide leadership to and collaborate with others using a team approach.

Management: An organized approach to a high volume of work with an ability to prioritize and effectively handle multiple tasks and projects at the same time as well as many demands of a spontaneous nature. The candidate should anticipate and be comfortable with an environment that is dynamic and evolving.

Computer: Basic computer skills - familiarity with word processing, spreadsheets, database and Internet software.