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OPPORTUNITY PROFILE

Chief Executive Officer



About Alberta Municipalities

From the smallest village to the largest city, across every region of the province, Alberta Municipalities represents the communities where over 85% of Albertans live.

Previously known as the Alberta Urban Municipalities Association (AUMA), Alberta Municipalities was founded in 1905 to provide urban and rural-region communities with a united voice. We work with elected and administrative leaders of Alberta's summer villages, villages, town, cities, and specialized municipalities to advocate for solutions to their common issues. And we help them build resilient and thriving communities by providing valuable services.

We use our members' combined purchasing power to negotiate the best possible value and competitive pricing on employee benefits, insurance, energy, and other services needed to run an effective and efficient municipality. Alberta Municipalities delivers innovative aggregated solutions to municipalities, municipally related not-for-profit organizations, and their employees. We provide value to members through economies of scale, outstanding service, and support.

At Alberta Municipalities, we:

- **Care about our employees** – we are focused on the holistic health, well-being and growth of our teams.
- **Act with integrity** – our workplace culture is driven by respect, inclusivity, transparency and excellence.
- **Make a difference** – our work helps build thriving and resilient communities.
- **Provide opportunities to learn** – our collaborative and innovative environment empowers you to lead and inspire positive change where you live, work and play.

The Opportunity

Reporting to the Boards of Directors of Alberta Municipalities (ABmunis), Alberta Municipal Services Corporation (AMSC), Alberta Municipal Services Corporation Insurance Services (AMSCIS), Municipal Insurance Exchange (MUNIX), and APEX, (“the Boards”) the Chief Executive Officer (CEO) oversees the Advocacy and Business interests for the organization. The CEO is also tasked with providing overall leadership in developing tactics, strategic plans, and business plans to ensure the organization achieves its annual goals.

Leading a high-performing team of six direct reports, the CEO ensures the strategic and business plans are effectively implemented, monitored, and reported to the Boards.

The six direct reports to the CEO include:

- Chief Operation Officer
- Chief Financial Officer
- Chief Policy and Advocacy Officer
- Chief Marketing and Strategy Officer

- Senior Director, Human Resources
- Executive Assistant, CEO

The CEO is responsible for managing a \$250 million operation on the AMSC side, which funds the advocacy work of Alberta Municipalities, highlighting the critical financial and operational responsibilities of this role. The CEO ensures that the organization is effective and efficient by responding to member needs in **three main ways: advocacy efforts, developing business solutions, and building member capacity.**

Impact

Alberta Municipalities has consistently demonstrated an outstanding commitment to its members and the municipalities they serve. The new CEO will drive the organization forward, leading its exciting growth strategy and exploring innovative ways to support members in building resilient communities. With a high-performing leadership team and a track record of excellence in member service, the organization is exceptionally well-positioned for continued success. The CEO will play a pivotal role in fostering Alberta Municipalities well-established inclusive and engaging culture. By collaborating with governing boards, committees, and staff, the CEO will make a lasting impact on municipalities across the province and the lives of many Albertans.

Key Roles & Responsibilities

Board/Committee Relations

- Accountable to each of the Organization's Boards (for the overall operations and results of the ABmunis, AMSC, AMSCIS, MUNIX, and APEX entities.
- Effectively communicates with the various Chairs, Boards, and Committees to ensure information and updates on key initiatives are provided such that the Board/Committee is up-to-date and supported to make good decisions.
- Maintains a close liaison with the President/Board Chair (in support of Policy BD001, #10).
- Acts as the principal advisor to the Board of Directors of ABmunis, AMSC, AMSCIS, MUNIX, and APEX and is accountable for the assigned staff administering the various committees of these boards.
- Engages the Board(s) annually in strategic, business, and budget planning for all of the Organizations.
- Keeps the Board(s) fully informed of all significant Board and management operational, financial, and advocacy matters and risks relevant to the organization.
- Provides the Board(s) opportunities to interact with the Corporation's senior executive management, both at and outside the Board(s) and committee meetings.

Legal, Legislative, and Policy Compliance

- Ensures the Organizations are compliant with all relevant legislation, including regulations, by-laws, and policies of ABmunis, AMSC, AMSCIS, MUNIX, and APEX

External and Member Relations

- The underlying expectation within the organization is that the elected officials (i.e., Board members) are the primary liaison with elected officials of government(s) and the President / Board Chair the official spokesperson (as outlined in Policy BD001, #5, #10); and the CEO is the primary liaison with senior administrative officials. Within this understanding, the CEO is accountable for the following:
 - Develops and maintains credible and authentic relationships with external stakeholder groups including senior administrative representatives of the Provincial Government (e.g., Deputies), senior management of members (e.g., CAOs and City Managers), external organizations (e.g., RMA Executive Director), and business partners or potential partners (e.g., President of Benefit Partners).
 - Ensures the membership is engaged by the organization through two-way communication by both providing information (e.g., annual reports, , notices) and collecting information and feedback (e.g., surveys).
 - Maintains awareness of political environment and incorporates knowledge into the business planning, budgets and ongoing operations as appropriate for the Organizations.
 - Represents the Organizations positively as an ambassador at meetings with senior administrative staff of municipalities.
 - Supports the President (or designate), for preparation and during government meetings, media interviews, or other official requests.
 - Accountable for public relations and promotion of ABmunis to ensure that Alberta Municipalities are represented at, and are aware of, relevant activities of other provincial, national, and international bodies.
 - Ensures that the organization markets and communicates service offerings to existing and potential clients within its target market.
 - Represents the organization with business partners, resulting in the development of business terms, improving services, developing better products and building business opportunities.

Organizational Performance and Risk

- Accountable to ensure ongoing business operations (i.e., day-to-day) are resourced appropriately, are executed to plan, and are completed on time and on budget.
- Responsible for setting clear goals and targets for each Organization.
- Evaluates, monitors, and addresses risk for all Organizations and ensures that appropriate systems are put in place to manage or mitigate these risks.
- Ensures that Board resolutions, policies, and programs adopted by each of the Boards are implemented and managed.
- Accountable to ensure the Organizations identify and address problems and opportunities

- Ensures that the Organizations undertake research and development activities to explore innovative improvements and new services to meet customer and membership challenges. Assumes ultimate responsibility for the Organizations' financial and operational results.
- Responsible for high-level decision making of a strategic and operational nature.

Strategic and Business Planning with resulting Execution

- Develops a strategic plan for ABmunis, AMSC, MUNIX and APEX with Board engagement and ensures it is updated to always be relevant.
- Develops and presents annual business plans and budgets for review and adoption by the Board(s).
- Ensures all annual initiatives and operational results are communicated with the membership in accordance with membership requirements (e.g., during the AGM).
- Ensures the business plan is properly resourced and executed within timelines set within it.
- Ensures initiatives are developed and implemented to accomplish the strategic objectives outlined in the plans.

Organizational Leadership

- Models the desired culture and values of the organization through daily actions and behaviors.
- Enables, empowers, and holds direct reports accountable to effectively execute their responsibilities.
- Completes annual performance reviews and supports the opportunities for improvement of all direct reports.
- Balances providing leadership and direction with empowerment to ensure an engaged and dedicated team organization wide.
- Supports internal staff development (organization-wide) and ensures professional development practices and plans are in place and executed.
- Builds, attracts and retains top talent, fostering an inclusive, diverse environment and culture.
- Ensures the organization is prepared for succession at all levels.
- Fosters an organizational culture that is positive, collaborative, innovative and that is customer-solution/customer service focused
- Approves the establishment of compensation levels for all staff within budgets and within the salary scales approved by the Board(s).
- Approves all new position additions, as proposed in business plans and approves any terminations of staff within the policies and procedures of the organization.
- Completes personal professional development activities on an ongoing basis.

The Person

The candidate will have relevant academic preparation in business or public administration with graduate credentials being preferred. The candidate will have significant experience leading a multifaceted organization with diverse lines of business. They will have a strong demonstrated ability to lead a high performing executive team, driving a growth mindset across an organization.

The candidate will have an appreciation for working with and reporting to a board of directors and collaborating effectively with elected officials. The individual will preferably understand leading and supporting a member driven organization. Having exposure to the insurance, utilities, employee benefits, and/or pension sector(s) would be considered a strong asset.

The candidate will have solid relevant knowledge and understanding of economic, social, and environmental trends, and previous experience developing relationships with all levels of government.

Knowledge, Skills and Attributes

Visionary Leader - The CEO will be a forward-thinking individual with the ability to translate strategic objectives and operational plans into actionable outcomes. This exceptional leader will excel in mentoring, team-building, and motivating others. They will possess demonstrated expertise in change management and innovation, encouraging new ideas and driving continuous improvement in a dynamic environment. The CEO will maintain objectivity while considering all options, exercising excellent judgment to provide sound advice in complex situations. They will inspire personal commitment, empower others, and align staff toward a unified vision, effectively reviewing and assessing resources.

Systems Thinker - The CEO will possess a comprehensive understanding of systems thinking, recognizing the interconnectedness of various organizational components. They will analyze complex situations holistically, identifying patterns and underlying structures that drive outcomes. This leader will anticipate the impact of decisions across the organization and develop strategies that consider long-term consequences. By fostering a culture of continuous learning and improvement, the CEO will ensure that the organization adapts and thrives in a dynamic environment. They will encourage cross-functional collaboration and leverage diverse perspectives to create innovative solutions and achieve sustainable success.

Change Agent - The CEO will drive change within the organization, balancing both the "big picture" and detailed-oriented tasks simultaneously. They will adeptly manage short-term responsibilities while maintaining a long-term perspective. This leader will demonstrate the ability and willingness to adapt their perspective, style, direction, or approach in response to varying circumstances, people, or objectives. They will recognize the need for new thinking in response to changing conditions and take the necessary risks to transition from the known to the unknown. The CEO will embrace change, instilling a sense of ownership and empowering individuals to seek out and implement new ways to perform their jobs.

Relationship Builder - The CEO seeks and maintains working relationships and/or networks of contacts to further the organization's goals. They create and facilitate forums to develop new alliances and formal networks. They identify areas to build strategic relationships and reach out to potential partners to identify areas of mutual, long-term interest.

Communicator and Influencer - The CEO will have the ability to establish credibility, earn respect, and build strong working relationships with all stakeholders. They will work collaboratively and focus on solutions to achieve outcomes that best align with the needs of the organization's members and the people they serve, as well as the organization's objectives. This leader will excel in influencing others and fostering a cooperative environment that drives success and mutual understanding.

Culture Builder - The CEO will be dedicated to cultivating a positive and inclusive organizational culture. They will champion core values, ensuring that they are reflected in every aspect of the organization's operations. This leader will promote a sense of belonging, encouraging diversity and fostering an environment where all employees feel valued and heard. By modeling ethical behavior and demonstrating integrity, the CEO will inspire trust and loyalty. They will prioritize employee well-being, engagement, and professional development, creating a supportive atmosphere that drives both individual and collective success. Through consistent and transparent communication, the CEO will reinforce a unified, purpose-driven culture that aligns with the organization's mission and goals.

Member Driven - The CEO will understand the importance of maintaining effective member relations and will actively practice strategies to achieve this. They will seek out and listen attentively to members' feedback, comprehending the functionalities and processes of member association organizations. This leader will prioritize the needs and perspectives of members, ensuring that their voices are heard and integrated into the organization's operations and strategic planning.

Results-Oriented - The CEO will demonstrate the ability to quickly grasp issues and effectively engage the organization in responding to them, ensuring timely and efficient solutions. This leader will focus on achieving results and driving the organization toward its goals with precision and insight.

Team Builder and Collaborator - The CEO will demonstrate success in leading by example, engaging in open communication, and establishing clear expectations. They will hold themselves and others accountable, support group decisions, share credit, and build enthusiasm for organizational goals. This leader will effectively resolve conflicts and foster a collaborative environment, ensuring a cohesive and motivated team.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Interest

Leaders International values diversity, equity, and inclusion in all aspects of our operations. We invite candidates to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Ardyce Kouri** or **Jessica Park** at edmonton@leadersinternational.com, indicating the job title in the subject line of the email.

Leaders International Executive Search

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