

Leaders

INTERNATIONAL

Executive Search

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EMISSIONS
REDUCTION
ALBERTA



**OPPORTUNITY
PROFILE**
**Executive Director of
Corporate Services**

Emissions Reduction Alberta

ERA was created in 2009 to support the province's environmental and economic goals by investing in the pilot, demonstration and deployment of clean technology solutions that reduce emissions, lower costs, attract investment, and create jobs in Alberta. ERA delivers its mandate by investing revenues from the carbon price paid by large emitters. We are a key partner of the Government of Alberta and actively engage with industry and other organizations to identify opportunities to accelerate technology scale-up and demonstration where there is an identified market need.

More information about ERA's mandate, vision, and strategic priorities can be found here:

<https://eralberta.ca/about-era/>

The Opportunity

ERA is seeking a dynamic and experienced Executive Director of Corporate Services to join our leadership team. This newly created role will provide strategic oversight and operational excellence across key corporate functions, including Information Technology (IT), Human Resources (HR), Board Governance, Legal, Contracting, and Data Management. Reporting directly to the CEO, the Executive Director will play a critical role in ensuring organizational effectiveness, compliance, and alignment with ERA's mission to deliver impactful environmental and economic outcomes.

The successful candidate may be based in either Edmonton or Calgary.

Key Responsibilities

- **Strategic Leadership:** Develop and implement strategies for IT, HR, governance, legal, contracting, and data management that align with ERA's mission and strategic objectives.
- **Information Technology:** Oversee IT infrastructure, cybersecurity, and digital transformation initiatives to support ERA's operational and programmatic needs.
- **Human Resources:** Lead HR strategy, including talent acquisition, employee engagement, performance management fostering a collaborative and high-performing culture.
- **Board Governance:** Support the Board of Directors by ensuring effective governance practices and seamless communication between the Board and management.
- **Legal and Contracting:** Oversee legal affairs, including contract negotiations, risk management, and compliance with provincial and federal regulations. Manage relationships with external legal counsel and stakeholders.
- **Data Management:** Drive the development of robust data governance frameworks, ensuring data integrity, security, and accessibility to support decision-making and reporting.

- **Operational Excellence:** Continuously improve existing robust policies, processes, and systems to enhance organizational efficiency, transparency, and accountability across corporate functions.
- **Team Leadership:** Mentor and develop a high-performing corporate services team, fostering a culture of innovation, accountability, and continuous improvement.

The Person

Qualifications & Education Requirements

The ideal candidate will hold a bachelor's degree in business administration, public administration, law, or a related field; a master's degree or a relevant professional designation such as CPA, JD, SHRM, or CPHR is preferred. They will bring a minimum of 10 years of progressive leadership experience in corporate services, with a demonstrated track record in not-for-profit, government, or private sector environments. The candidate should have deep expertise in at least two of the following functional areas: information technology, human resources, governance, legal, contracting, or data management. Familiarity with the operations of not-for-profit or government organizations, including governance structures, funding models, and regulatory requirements, is essential. Experience in the private sector will be considered an asset.

Knowledge, Skills & Attributes

Leadership: A results-oriented leader with a track record of guiding high-performing, cross-functional teams through complex and evolving mandates. Brings strong operational oversight and sound judgment, with the ability to inspire, empower, and hold teams accountable while fostering collaboration and alignment with organizational priorities.

Strategic Thinking: Demonstrates the ability to think long-term and systemically, aligning corporate services with the organization's mission and goals. Adept at identifying emerging trends, anticipating risks, and developing forward-looking strategies that strengthen organizational resilience and performance.

Agility: Thrives in fast-paced, dynamic environments. Quickly adapts to changing regulatory landscapes, shifting stakeholder expectations, and new technologies. Balances decisiveness with flexibility, ensuring timely and effective responses to opportunities and challenges.

Communication Skills: An engaging communicator who excels at conveying complex information clearly and persuasively to a wide range of audiences. Builds trust and credibility through transparency, diplomacy, and active listening, fostering productive relationships with government, industry, and community collaborators.

Values-Driven Leadership: Deeply committed to ERA's dual mission of environmental sustainability and economic development. Brings a values-based leadership style grounded in integrity, accountability, and a desire to deliver meaningful, measurable impact.

Strategic Vision and Operational Execution: Combines big-picture thinking with strong execution capabilities. Skilled at translating strategic plans into actionable goals, operationalizing initiatives efficiently, and continuously monitoring progress to ensure desired outcomes.

Change Management and Organizational Development: Experienced in leading organizational transformation and cultural change initiatives. Guides teams through change with clarity and empathy, aligning people, systems, and processes to support evolving strategic needs.

Stakeholder Relationship Management: Builds and maintains strong, trust-based relationships with a wide range of partners. Navigates complex and sometimes competing interests, ensuring stakeholder engagement is intentional, inclusive, and aligned with shared goals.

Risk Management and Compliance: Brings a proactive approach to identifying, assessing, and mitigating organizational risks. Ensures compliance with applicable regulations, policies, and best practices, safeguarding organizational integrity and reputation.

Data-Driven Decision-Making: Applies a rigorous, evidence-based approach to decision-making. Leverages data and analytics to inform strategy, measure outcomes, and improve organizational performance.

Innovation and Continuous Improvement: Encourages a culture of curiosity and learning, identifying new opportunities to enhance services, processes, and outcomes. Brings an openness to experimentation and a commitment to continuous advancement in pursuit of mission-driven results.

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 Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

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

Leaders International Executive Search
www.leadersinternational.com