



**The Alberta  
Association of  
Architects**

Architects and Licensed Interior Designers

## **OPPORTUNITY PROFILE**

**Executive Officer,  
Corporate Services**

# The Alberta Association of Architects

[WWW.AAA.AB.CA](http://WWW.AAA.AB.CA)

The Alberta Association of Architects (AAA) is a self-governing professional association charged under the [Architects Act](#) with regulating the professions of architecture and licensed interior design. The AAA serves the public and its registrants by administering the standards of practice for these professions in the province of Alberta.

The AAA has proudly served Albertans since 1906, growing with the province and helping to form its built environment. Alberta's registered architects and licensed interior designers have been integral to the province's collective history and help shape its future.

## The Opportunity

AAA is seeking a dynamic and experienced Executive Officer, Corporate Services to join our leadership team. This role will provide strategic oversight and operational excellence across key corporate functions, including Finance, Operations and Change Management, Information Technology (IT), and Human Resources (HR). Reporting directly to the Executive Director, the Executive Officer, Corporate Services will play a critical role in ensuring organizational effectiveness, compliance, and alignment with AAA's mission.

### Key Roles & Responsibilities

- **Strategic Leadership:** Develop and implement strategies for IT, HR, Operations and Change Management, and Finance that align with AAA's mission and strategic objectives.
- **Information Technology:** Manage third-party IT support and oversee IT infrastructure, cybersecurity, and digital transformation initiatives to support AAA's operational and programmatic needs.
- **Human Resources:** Lead HR strategy, including talent acquisition, employee engagement, performance management fostering a collaborative and high-performing culture.
- **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.
- **Finance:** Responsible for overseeing the AAA's financial health, including budget financial planning, monitoring expenditures, and ensuring compliance with financial policies.
- **Compliance, Audit & Risk Management:** Ensure compliance with all regulatory, governance, legal, and funding requirements. Implement and maintain robust internal controls and risk management practices.
- **Procurement:** Oversee the organization's procurement function and work with department leaders as it relates to operational budget needs. In conjunction with the Executive Director, review, approve, and authorize contracts, ensuring alignment with organizational budget parameters and risk tolerance.

## The Person

### Qualifications & Education Requirements

The ideal candidate will hold a bachelor's degree in business administration, public administration, or a related field; an MBA in Finance or a master's degree or a relevant professional designation, such as CPA, CPHR, or PMP 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, regulatory, or private sector environments. The candidate should have deep expertise in at least two of the following functional areas: information technology, human resources, governance, finance or data/project 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 Skills** – Demonstrated ability to lead, coach, and motivate others involved in program delivery. Will demonstrate an open and inclusive leadership style.

**Financial Acumen with Strategic Foresight** - Ability to interpret and leverage financial data to make informed decisions that align with long-term organizational goals and drive sustainable growth.

**Visionary** – Ability to formulate and articulate a detailed vision for the organization and communicate vision and expectations.

**Strategic Leadership** – Ability to look at the “big picture” while still attending to details; proven success in strategic thinking and planning; ability to translate Operational Priorities into action and lead change; ability to coach direct reports; a credible leader; leads by example.

**Adaptability** – Ability to adjust to changing environments, schedules, and priorities accordingly.

**Communication Skills** – Open and straightforward style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone. Possesses strong written and verbal communication skills and presentation abilities.

**Team Player/Teamwork** – Demonstrated success leading a team, talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, and resolves conflict appropriately; collaborative.

**Problem Solving & Judgment** – Ability to assess options and implications to identify problems and solutions. Ability to make decisions and provide direction on complex and emerging issues with political, community, or administrative implications.

**Growth-Oriented Mindset** – Willingness to go above and beyond when challenging obstacles and bring an entrepreneurial approach to the organization.

## 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 Luke Shin** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

If you have any questions about the position or the application process, please contact our office at [apply@leadersinternational.com](mailto:apply@leadersinternational.com)

**Leaders International Executive Search**  
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