

# Leaders

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## OPPORTUNITY PROFILE

### Executive Director



## The Manitoba Association of Architects

The **Manitoba Association of Architects (MAA)** is a self-governing professional association, mandated by the Province of Manitoba under [The Architects Act](#) to regulate the practice of architecture in the province. The MAA's primary mission is to protect the public interest by ensuring that architectural practice within the province meets strict professional standards.

In fulfilling its mandate, the MAA serves to protect the public interest and advance the profession of architecture. The MAA works with its membership and other stakeholders to establish high entry standards to the profession and maintain rigorous standards of practice. Members of the MAA are governed by principles of ethical and professional conduct as outlined in the [MAA By-Law](#) and [Code of Ethics](#). Furthermore, the MAA has been a leader in Canada, as the first organization to establish [mandatory continuing education](#) requirements for its membership.

The MAA appoints representatives to several key community and industry organizations, including the Winnipeg Building Commission, the City of Winnipeg's Historical Buildings and Resource Committee, Industry Advisory Group and Urban Design Advisory Committee. The MAA also seeks to ensure that the voice of the architectural profession is heard and integrated into broader community, heritage, and construction-related initiatives, as and where appropriate. The association is funded solely by membership fees.

To learn more about MAA, visit [www.mbarchitects.org](http://www.mbarchitects.org)

## The Opportunity

The **Executive Director (ED)** is responsible for the overall management, strategic direction, and operations of the **Manitoba Association of Architects**. As the primary liaison between MAA Council and the Association's staff, the ED ensures that Council's vision and directives are translated into effective operational plans. Reporting to MAA Council, the ED holds full accountability for regulatory oversight, legislative compliance, financial management, human resources, and operational performance. This is a fully hands-on leadership role, and the ED directly manages key administrative, financial and HR processes, including payroll, staff performance reviews, and day-to-day operational execution.

Leading a small but dedicated team, the ED is actively involved, on a daily basis, in ensuring the effective implementation of the MAA's mandate as a regulatory body, maintaining a focus on public protection and ethical practice within the architectural profession. The ED will play a central role in overseeing the registration and disciplinary processes and ensuring that professional standards are consistently met while safeguarding the legal and regulatory integrity of the Association.

## Key Roles & Responsibilities

### Strategic Leadership & Governance

- Collaborate with Council in the development of policies and procedures that align with the MAA's mandate as a regulatory body.



- Act as a trusted advisor to Council on regulatory and compliance matters, ensuring that the Association remains fully compliant with provincial and federal legislation and that all required filings and insurance policies are maintained.
- Support Council in its governance activities, including Council recruitment, orientation, policy review, self-assessment, and ongoing development.
- Work with legal counsel to identify and draft required amendments to the MAA By-law for Council approval, ensuring appropriate implementation for compliance with governance best practices.
- Foster a strong and professional working relationship with MAA Council and ensure Council members are equipped with the information necessary for informed decision-making.
- Work with the various Standing Committees of the Association to support their respective mandates.
- Oversee and manage the Annual General Meeting of the Association, ensuring compliance with all required activities.
- Ensure the execution of Council directives through hands-on oversight of administrative, operational, financial, and HR functions.

### **Compliance & Regulatory Oversight**

- Monitor, interpret, and ensure compliance with all applicable laws, by-laws and policies that govern the Association's members and authorized practices.
- Enforce licensing and continuing education requirements and administer processes related to disciplinary action.
- Inform Council of any changes to legislation or regulatory matters that might impact the Association and members and recommend strategic actions to maintain compliance and uphold the Association's mandate.
- Oversee the admissions program for interns, and registration processes for architects and authorized practices, ensuring that the MAA adheres to its statutory obligations regarding licensing, professional standards, ethics, and public protection.
- Develop and implement policies and procedures that align with regulatory requirements.
- Ensure clear communication is readily available on regulatory responsibilities and provide guidance to MAA members and applicants that supports their adherence to professional standards.
- Field all inquiries regarding potential complaints against members and/or firms authorized to practice in Manitoba.
- Work directly with the applicable Standing Committees and legal counsel and provide all necessary administrative support with regard to the complaint and disciplinary processes to fulfill the Association's obligations in this area.



### **Financial Planning, Human Resources & Management**

- Oversee the Association's financial health, including budget development and monitoring, and ensure that the MAA remains fiscally responsible and compliant with financial policies.
- Advise Council on financial matters, including identifying significant variances and recommending action plans to address them.
- Supervise and manage the MAA's premises, including subleases, subject to the direction of Council.
- Collaborate with the Association's appointed financial advisors, ensuring an appropriate level of consultation with the MAA's Treasurer, to both manage investments and provide all necessary documentation and administrative support for the annual audit to enable Council to make informed financial decisions that support the organization's sustainability.
- Assume full responsibility for human resources functions, including:
  - Administration of payroll and benefits
  - Recruitment, onboarding, and training
  - Development and implementation of HR policies
  - Compliance with employment legislation
  - Maintenance of confidential HR records
- Conduct regular staff performance reviews, including formal evaluations, goal setting, coaching, and documentation.
- Directly oversee staff workloads, performance expectations, and productivity, ensuring alignment with operational needs.
- Provide staffing recommendations to Council and maintain an efficient and well-supported team through proactive leadership and hands-on involvement.

### **Member Service & Communication**

- Ensure that the Association delivers an appropriate level of service to its members, with a focus on enhancing communication and addressing concerns in a timely manner.
- Provide guidance and support to members, as might be required, to assist them in fulfilling their responsibilities for compliance, ensuring that member interactions are handled with tact and professionalism.
- Attend and oversee all meetings of the MAA Membership, Council, and Standing Committees, preparing agendas and reports and working with staff to ensure timely distribution of meeting packages and recording of minutes.
- Oversee and work with staff regarding;



- Conducting all MAA correspondence and ensuring all required notices are forwarded to the MAA membership, Council and Committees, and others (including Authorities Having Jurisdiction); and
- Organizing and delivering continuing education sessions to MAA members from time to time and ensuring compliance with mandatory requirements.

### **External, Industry & Government Relations**

- Serve as the MAA's official representative in interactions with various government bodies and other professional organizations on regulatory matters.
- Liaise with authorities having jurisdiction regarding permitting requirements and how these may impact professional liability
- Build and maintain collaborative relationships with external organizations that align with the MAA's regulatory mandate.
- Engage and work with consultants to assist the Association
- Identify the future trends within the regulatory sector as they relate to the organization.

### **National Representation**

- Serve as the MAA's Member Designated Representative to the Regulatory Organizations of Architecture in Canada (ROAC) and provide the required level of support to the national Director appointed by the Association.
- As part of ROAC, work collectively with the other provincial/territorial associations and the correspondence Standing Committees within MAA to develop and adopt nationally recognized standards and programs which meet the regulatory responsibilities and overall needs of the architectural profession.
- Attend semi-annual national meetings of the administrators and directors of ROAC on behalf of the MAA and ensure that required action items are brought forward to the MAA Council on specific national initiatives and issues that require input or approval.

## **Qualifications**

### **Education & Experience**

The ideal candidate will have a strong academic foundation, including a university degree in a related field such as business, public administration, law, or a related discipline. A graduate diploma with a professional designation in non-profit management or regulatory administration may also be considered.

While an architecture degree or background is not required, knowledge of the architectural profession and its regulatory environment is highly desirable. The candidate must bring substantial experience in a senior



leadership role, ideally within a regulatory body, professional association, or government entity, and demonstrate expertise in governance, legislative compliance, and regulatory oversight.

A proven track record of success in strategic business planning, project management, and financial stewardship is required. Experience working with and reporting to a Board of Directors or Council is essential, as is the ability to provide sound advice and insight to support informed decision-making.

## Key Knowledge, Skills, and Abilities

**Visionary Leadership** – An innovative strategic thinker who sees the big picture and is committed to achieving results with a positive, professional, and solution-oriented attitude. Can effectively communicate the Association’s mandate and expectations to all levels within the organization as well as internal and external partners. Maintains a steadfast culture in the organization.

**Operational Leadership** – Brings a hands-on approach with the capability to personally execute regulatory, financial, HR, and administrative processes while maintaining accountability for organizational performance.

**Coaching and Mentoring Skills** – An exceptional leader who expects quality performance and can coach and develop people; identifies and mentors future leaders. Encourages personal and professional growth through challenging assignments and continuous improvement.

**Relationship-building skills** – Establishes and maintains positive, collaborative working relationships with others, both internally and externally, to achieve the goals of the organization. Able to deal effectively with a diverse group of individuals (including volunteers), both within and outside the organization. Strong ability to develop and cultivate strong relationships.

**Service of Public Interest Protection**– Has the fortitude to capably administer the enforcement of the MAA’s core mandate to protect the public interest. The MAA ensures that licensed architects and future professionals uphold the highest standards of practice, ethics, and public trust.

**Organizational Skills** – Excellent organizational skills to work on numerous projects and coordinate multiple activities. Meets deadlines and can prioritize a diverse workload. Has well-developed project management skills – can plan, manage, facilitate, and participate in several projects at once. Is proactive and responsive and approaches responsibilities with a high degree of energy and passion. Sets priorities, goals, and strategies to create, implement and evaluate action plans that serve to fulfill the legislated mandate, including the Association’s obligation to advance the profession. Demonstrated ability to manage multiple and conflicting priorities, meeting deadlines in a fast-paced environment.

**Team Player** – Uses well-developed interpersonal skills, diplomacy, conflict resolution, and problem-solving skills appropriately. Promotes and enables cooperation across the organization; positively affects morale; facilitates/builds understanding, acceptance and support for the organization’s mandate, as well as its operations and initiatives; delegates efficiently; understands and appreciates the effectiveness of working synergistically with both staff and volunteers, at all levels within the organization, and creates a “team” culture; promotes cohesion and teamwork in seeking solutions and moving forward; has a willingness to listen and learn from others.



**Communication Skills** – Possesses excellent verbal and written communication skills, as well as active listening skills. Has a professional approach and demeanour. Demonstrates the ability to deal effectively with conflict in a diplomatic and professional manner. A strategic communicator who can modify the approach depending on the audience.

**Adaptability** – Is prepared to take on longer-term initiatives and does so with enthusiasm. Is nimble; has a strong ability to adapt to new and changing situations and prioritizes accordingly. Able to alter course/direction when necessary. Enjoys and embraces new challenges within an evolving regulatory environment. Experience in effectively managing organizational change.

**Problem Solving & Judgment** – Demonstrated professionalism and confidentiality, with sound analysis, judgment, and decision-making skills. Sees and acts on immediate issues without losing sight of the long-term goals and objectives.

**Political Acumen** – Demonstrated political acumen. Understands the role government plays in regulatory environments.

**Risk Manager** – Demonstrated ability to identify, monitor, and manage key risks in an organization, including significant organizational, business process and systems changes that must be carefully monitored and managed.

## Compensation

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

## For Information, Please Contact:

**Anurag Shourie or Jessica Park**

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To apply, please email a cover letter and resume (PDF or Word document only) to **Anurag Shourie** or **Jessica Park** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

**Leaders International** [www.leadersinternational.com](http://www.leadersinternational.com)