



Contract Position – President & CEO

With the retirement of the current President & CEO, VIEA is seeking a dynamic, goal-driven, and strategic leader to take it to its next stage of growth and success. This part-time contract position provides the vision and leadership to ensure the Vancouver Island Economic Alliance delivers on the mission to lead the creation of economic opportunities and improve prospects to achieve a more vibrant Island economy. Working with the VIEA Society Board of Directors, led by the Chair and Executive Committee, the President & CEO sets strategic direction for the organization, and ensures the organization is positioned to achieve the strategic goals. The position manages a part-time executive assistant and contractors who support key initiatives and activities.

It is a pivotal time in the evolution of the Vancouver Island economy. The pandemic is impacting society in lasting ways, which increases the need for seeking out new and enhancing existing economic opportunities. VIEA has been at the forefront of developing key economic opportunities to meet these challenges, and the need for the organization to stay at the leading edge will only intensify.

Location

VIEA's operations are virtual and therefore this role is conducted remotely. **The President and CEO must be located in a community within the VIEA region on Vancouver Island or the Gulf Islands.** As VIEA has no formal office, the successful candidate would be expected to provide their own office, equipment, and supplies.

Key Areas of Responsibility

1. Vision, Strategy and Planning
 - Acts as the face of the organization, clearly communicating VIEA's vision and value to members, community leaders, and partners.
 - Works with the Board to set and communicate a clear vision for the future of the organization.
 - Establishes a strategic and operational plan working with VIEA's Board of Directors, driving alignment between board directors, committees, partners, and sponsors.
 - Ensures processes to develop, monitor and communicate strategic and operational plans to deliver on goals of the organization.
2. Organizational Leadership
 - Serves as an agent of change, a community collaborator and creator, and a visible vocal leader.
 - Ensures sound management of VIEA's resources, including financial controls, risk management and good governance practices / promotes effective utilization of human, material and financial resources for optimum service delivery with an emphasis on outcomes, effectiveness and quality service.
 - Creates a culture of excellence that reflects the values of the organization. • Proactively develops and maintains trustworthy, productive, problem-solving working relationships with members, partners, volunteers, and board members.

- Plans, allocates and holds accountability for human and financial resources, and ensures effective and efficient use of resources.
 - Develops and executes upon strategic, operational and budgetary plans aligned to the strategic needs of VIEA.
 - Provides overall direction and leadership to ensure goals are met on schedule; and • Holds contractors accountable for high standards of performance and outcomes.
3. Community and Partners
- Champions justice, equity, diversity and inclusion through all VIEA activities. • Develops and maintains positive working relationships with other national, provincial, regional, and local economic development organizations; proactively identifies partnerships with these organizations on topics of mutual benefit.
 - Maintains knowledge of Vancouver Island region-based industries and communities, and effectively translates that into creating opportunities for the organization.
 - Actively seeks out opportunities where VIEA can partner and add value to ensure solid funding models to drive sustainability of the organization.
 - Advances critical relationships with First Nations, all levels of government, various industries, and community groups, as well as within the economic development and not-for-profit sectors.
4. Board and Governance
- Builds collaborative relationships with the VIEA Board of Directors, drawing from the skills and experience they bring to the benefit of VIEA.
 - Ensures directors have the information they need to deliver on their mandate, and the support to effectively fulfill their roles and responsibilities.

Education and Experience Requirements

- A university degree in Business, Economics, Management, Public Administration or a relevant discipline. Master's degree is an asset;
- Minimum of 8-10 years' management experience in economic and community development, or not-for-profit organization;
- An equivalent combination of education and experience will be considered; • Experience working in a not-for-profit, non-governmental environment, recruiting and managing volunteers and contractors, operating with limited budgets, and reporting to a diverse, volunteer board of directors;
- Experience leading a community-facing organization is desirable;
- Demonstrated track record of leading and developing high performance teams to deliver great results;
- Experience working in rural and remote communities, as well as in larger urban centres; • Demonstrated ability to develop relationships with First Nations and other Indigenous peoples, all levels of government, and business and economic development groups (ie. Chambers of Commerce);
- Demonstrated expertise in project management, grant writing and proposal development, revenue generation, sponsorship, and event management;
- Demonstrated knowledge of digital marketing and communications, and public engagement practices, including the use of web and social media platforms;
- Demonstrated knowledge of financial management and accounting practices appropriate for a not-for-profit organization;
- Experience working for or on a board of directors and knowledge of effective governance.

Skills and Abilities

- Superb communication skills and the ability to inspire confidence and broad support for an organization's vision, mission, values;
- High level of business and financial acumen and experience with complex budgets; • Political astuteness, judgment and sensitivity; ability to work through influence and collaboration;
- Knowledge of administrative, financial, and membership records management, preferably with experience working with cloud-based, collaborative platforms;
- An innovative thinker and problem solver; a data-driven and decisive decision maker; and • Ability to quickly gain credibility and profile within the Vancouver Island region business and coastal communities.

Personal Characteristics

- Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.
- Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.
- Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's responsibilities and overall organizational goals and needs, and performs one's role with the broader goals in mind.
- Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.
- Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining partner agreement.
- Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting edge programs/processes.
- Effective Working Relationships – Treats colleagues, clients and partners with respect; resolves conflicts, negotiates effectively, and provides effective feedback to colleagues, contractors, and volunteers.
- Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in all circumstances; listens well.
- Client Focused – Anticipates and attends to the needs of clients, and other internal and external partners of the organization; keeps the citizen or client interests in the forefront.

Compensation

This contract position includes a competitive compensation package with a monthly retainer fee plus an annual performance bonus. It is based on a time commitment of approximately 25-30 hours per week, with an understanding that the time required to complete projects and initiatives may be greater than this. Further details will be discussed in a personal interview.

Application Details

To apply and for more Information on this opportunity, please contact:

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