



## EXECUTIVE DIRECTOR AND/OR CONSULTING SERVICES

*PERMANENT, FULL TIME*

## THE OPPORTUNITY

As the Executive Director/Consultant, you are a dynamic and innovative leader with the vision, experience, and passion to guide the North Central Local Government Association (NCLGA) - the advocacy body for 39 local governments in North Central BC.

Reporting to the Board of Directors, the Executive Director/Consultant is both hands-on and strategic, responsible for the management and operations of all facets of NCLGA and will play a significant and instrumental role in creating the next chapter of evolution for the organization.

As the Executive Director/Consultant you exude initiative, diplomacy, and discretion; you are researched, analytical, and have strong interpersonal and communication skills.

As a seasoned professional in your craft, you use your experience to drive results through inspirational and effective leadership. As an entrepreneur you look past what 'is' and see what 'could be', with a recognition that it takes collaboration, diversity, and heart to be successful.



## ABOUT NCLGA

Operating in Prince George, on the traditional unceded territory of the Lheidli T'enneh, NCLGA's vision and mission are to:

### MISSION

Our mission is to enhance the social, economic and environmental well-being of all North Central BC communities by connecting people and ideas to form relationships and advocate toward solutions on common issues.

### VISION

Our vision is to support and make community needs visible in order to elevate the quality of life for all in North Central BC.



## VALUES

*TRANSPARENCY* | Building trust and increasing access to information.

*COLLABORATION* | Working together on mutual commitments for achieving positive impacts.

*COMMUNITY WELL-BEING* | Creating positive change through environmental, social and economic impacts.

*NON-PARTISAN* | Exploring the risks, benefits and alternatives that lead to the best outcome or solution.

## PRIORITIES

*Advocacy* | To provide member input into informed decision-making.

*Communication* | To communicate effectively.

*Relationships* | To build productive relationships.

*Good Governance* | To operate a resilient and transparent organization that is sustainable over the long-term.

## THE MEMBERSHIP

Established in 1955, the North Central Local Government Association is the advocacy body for all local government officials in North Central British Columbia. From 100 Mile House to the Yukon border, and from Haida Gwaii to Alberta, our association represents over 240 elected officials in over 40 local governments.

The NCLGA is the only democratically elected body representing North Central British Columbia. Our Board serves as the voice for an area that encompasses 69% of British Columbia's landmass, 7% of its population base, and almost 60% of the Indigenous population.

As a non-partisan, non-profit association, we work specifically for the benefit of our members – communities whose voices are often left unheard because of their size or location. We are one of five area associations in British Columbia, working closely with our partner associations as well as our provincial counterpart, the Union of British Columbia Municipalities (UBCM).

On a day-to-day basis, we work to move resolutions forward, address emerging and shared issues in our member communities, and help articulate our members' perspectives and priorities to a broader audience. Resolutions form the basis of our work, and are passed at our Annual General Meeting each year; emerging issues are gathered through our outreach programs and increased communication with member

communities, and education takes the form of community engagement, newsletters, presentations, and more.

We give voice to our region's residents through forming close relationships with government (provincial and federal), media, industry, and other organizations. This, specifically, means being present at the table when all key decisions affecting our region are being made, rather than left to deal with any possible consequences.

To learn more, please visit [www.nclga.ca](http://www.nclga.ca).

### *A day in the Life*

A day in the life at NCLGA includes working on priorities identified in the strategic plan/work plan, supporting the elected/appointed board in board or committee meetings, meeting with various Provincial or Federal Ministers on advocacy priorities, completing environmental scans on emerging issues relevant to NCLGA members, or communicating with indigenous and community partners, members, sponsors, and keynote speakers for events, to name a few.

## ON A DAY-TO-DAY BASIS, THE EXECUTIVE DIRECTOR WILL:

- Implement, monitor and report on current strategic plan initiatives and work plan operations.
- Support the Board by providing potential solutions, perspectives or approaches to address issues and highlight emerging opportunities.
- Provide good governance for the organization.
- Develop, monitor, and report on the annual and multi-year budgets.
- Act as the primary point of contact for NCLGA.
- Support AGM, UBCM luncheons, and other special events as required.

## YOUR ABILITIES

- Strong business acumen and a commitment to exceptional member experience.
- Demonstrated experience developing and leading advocacy efforts, which contribute to the overall success of the membership.
- Demonstrated conceptual, analytical, and problem-solving skills.
- Teamwork and innovation.
- Knowledge of and/or interest in advocacy and lobbying.

- Informed outlook and strong commitment to legislation, policy, procedures at the local, provincial, and federal levels.
- Effective managerial and administrative skills, and demonstrated skills in organization and communication, both verbal and written.
- Excellent working knowledge of computers, including Office and accounting software.
- Proven ability to establish and maintain harmonious working relationships with Board, staff, contractors, committee members, members, and the public.
- Capacity to cultivate relationships and participate in all aspects of advocacy development.
- Strong initiative, with the ability to work independently or as part of a team.
- Ability to manage events and campaigns.
- Willingness to travel and work evenings and weekends.
- Possesses a valid driver's license or equivalent level of mobility that would be conferred by a driver's license.
- Capability to develop risk analyses and balance time-cost ratios in order to pursue the most appropriate sponsorship/advocacy efforts with the highest chance of success.
- Ability to monitor income and expenditure against the allocated budget.



## YOUR QUALIFICATIONS

- Demonstrated results as an experienced leader with a minimum of 5+ years at a related non-profit or for-profit organization.
- Bachelors or preferable Masters degree in Business Administration or equivalent experience supplemented by five years of related non-profit or for-profit management.
- Knowledge of budgeting and accounting procedures, including payroll, and/or equivalent combination of education and experience.
- Demonstrated success in advocacy and event management.
- Experience in sponsorship fundraising.

## THE COMPENSATION

The Executive Director salary shall be commensurate with experience.

## HOW TO APPLY

Apply today by emailing a letter of interest, bio, and resume and/or Consulting Expression of Interest to: [admin@nclga.ca](mailto:admin@nclga.ca).

**Closing Date: 8 November 2023**

We thank all interested applicants; however, only short-listed candidates will be contacted. Interviews will begin immediately and will be ongoing until the position is filled.

*NCLGA hires through a fair and balanced selection process. NCLGA encourages LGBTQ+, persons with disabilities, individuals who self-identify as Indigenous, and visible minorities to apply.*

