

Construction Owners Association of Alberta

On January 30, 1973, the Construction Owners Association of Alberta (COAA) was incorporated as a not-for-profit company with the objective of encouraging and promoting: research into various facets of the construction industry, an equitable relationship among owners of industrial construction projects, contractors, labour providers through discussion, the exchange of ideas, and the dissemination of information relating to all matters within industry. Collectively, our membership represents hundreds of thousands of jobs in communities across Alberta.

The COAA provides a unique and reputable forum that brings together owners, engineers, contractors, and labour providers to share learnings within Communities of Practice. Members and key staff who are active on committees, have the opportunity to help shape new best practices to meet their needs as well to understand perspectives of other stakeholders.

Networking with peers and industry experts through task groups, committees, or the Board to learn about implementing best practices. Members can shorten their organizational learning curve for competitive advantage, while their rising stars hone leadership skills and develop industry-wide networks.

A vehicle to lead industry improvements with critical mass and a credible track record to drive progress by aligning around a common vision and voice. Members have a framework for collective progress toward a better future for our industry generally and their own organizations specifically.

Executive Director Position

The resource industry is evolving and the COAA is looking for an Executive Director passionate and knowledgeable about the future of our industry and the necessary policies and regulation needed to support a positive and competitive future.

The Executive Director will implement the vision and mandate of the Board. They will provide leadership in identifying priorities and objectives, directing a small staff, supporting communities of practice, developing new opportunities and partnerships, and ensuring along with the Board, the COAA's financial and organizational viability.

Responsibilities & Accountabilities

Board Governance:

- Work collaboratively with the Board to fulfill the COAA's mission
- Communicate effectively with the Board and supply prompt and accurate information necessary for the Board to function well and make informed decisions

Financial Performance and Viability:

- Develop and manage an annual budget
- Provide financial and administrative oversight
- Work with external auditors in managing the annual audit process
- Maximize resources
- Maintain and expand association membership revenue

Mission and Strategy:

- Responsible for strategic planning and the development of long-term goals
- Responsible for the development and maintenance of key government, regulatory, and trade association relationships
- Represent the organizations in various stakeholder engagement opportunities
- Grow the network, reputation, and profile of the organization

Operations:

- Responsible for the hiring and retention of staff and contractors
- Review and approve contracts and/or agreements with service providers and partners
- Support various committees, community of practices, and task group efforts
- Oversee major events including the semi-annual meeting, annual general meeting, and awards celebration
- Organize and attend Board meetings

Qualifications

- Bachelor's Degree in Communications, Journalism, Business, Political Science, Engineering, General Science, or a related discipline
- 10 or more years of progressively responsible experience in areas such as government & public affairs/stakeholder relations/network or business development
- 5 or more years of management or supervisory experience

Skills and Attributes

- Deep working experience in the resource sector in Alberta
- Demonstrated leadership and management skills
- Active participant in the execution of initiatives including events
- Strong issues management background
- Extensive experience working with management and C-suite
- Strong interpersonal, oral and written communication skills
- Elevated level of personal integrity and judgement
- Financial/budgeting experience
- Ability to work independently

Location

- Office location is in Edmonton; currently working remote
- Candidates from outside of Edmonton will be considered

Application deadline & process

Please email your cover letter and resume to: admin@coaa.ab.ca by close of business November 5, 2021.

Thank you for your interest in the COAA. Please note that only candidates selected for an interview will be contacted.