



Role Description: Executive Director of BC Co-operative Association

April 3, 2024

Position Title: Executive Director -Permanent Full Time (4-5 days per week)

Reports to: Board of Directors

Location: Flexible in BC

Work Model: Remote with regular travel and some in-office collaboration. Bulk of travel would be to Victoria and within Lower Mainland.

About British Columbia Co-operative Association:

The BC Co-operative Association (BCCA) is the provincial umbrella association for co-operative enterprises and credit unions. BCCA represents 100 small and large co-operatives and credit unions across urban and rural British Columbia. The Association works with and on behalf of its members to develop, promote and advance BC's co-operative sector through programming, communications, strategic partnerships, government relations and public advocacy.

Role Summary:

The Executive Director would be taking on an exciting opportunity with the BCCA to lead the voice of the province's co-op and credit union sector, develop a compelling 3-year strategic plan in collaboration with the board, to grow the association's reach and relevance and build a strong funding model to support the association delivering on its purpose. BCCA is seeking a passionate visionary and mission-driven Executive Director who will continue to build the Co-op's reputation and execute the bold strategic plan.

Responsibilities:

Strategic Leadership and Planning: The successful candidate has the ability to lead the transformation of BCCA into a modern, long-term sustainable association by using their entrepreneurial mindset and co-operative grounding to guide that transformation. The candidate will also provide effective managerial oversight of all BCCA activities to meet the needs of our members, including building efficiencies and streamlining processes to do this. Continuing exceptional delivery of existing member programs and working with the team to re-imagine value for members.

Building Innovative Partnerships & Impactful Relationships: The successful candidate will be masterful at building relationships with staff, the board of directors, members, sector and other partnerships, government and more. A skilled communicator and dynamic listener, they will foster meaningful connections to benefit the association and membership, cultivating relationships both with membership and future members. Work with government leaders to represent the co-operative business model, advocate for grants and funding for the sector and identify opportunities to pursue meaningful partnerships that would benefit the association and membership.

Finance and Risk Management: The successful candidate will ensure programs and services are delivered in a cost-effective manner, while maintaining exceptional level of quality. They will work with the board to develop budgets and to ensure budgets support the organization's short and long-term goals. Oversee the financial activities of the organization including budgeting, reporting and preparation of the annual audit, ensuring that practices follow all regulatory and legal standards. Develop, recommend, and manage the strategic risk management policy and organizational risk register.

Supervisory Responsibilities: leading a small team and human resources

Budget Responsibilities: Managing and maintaining a balanced budget by meeting or exceeding revenue projections and ensuring the organization is viable. Securing additional funding and/or government grants that bring additional long-term revenue streams into the association. Meeting all financial obligations of the association and grant providers.

Working Conditions:

Physical: Remote work model with travel required approximately 2 days per month.

Mental: A self-motivated, discipline and achievement minded individual.

Qualifications and Skills:

The ideal candidate possess the following qualifications, skills and experience:

- Combination of education and experience in the Co-operative and Credit Union Management and/or Business Administration;
- At least 5 years management experience and budget management;
- Demonstrate ability to identify and implement business models that diversify revenue and enhance organizational sustainability;
- Demonstrate experience acting as a trusted advisor who provides expert advice and counsel to a volunteer Board of Directors;
- Understanding of emerging trends in the economy, public policy and the global co-operative sector.

Compensation Package:

Salary of \$100,000-\$120,000. Health and Dental benefits and Group RRSP.

How to Apply:

Applications should be sent to Kirsten Forsch @ Kirsten_forsch@cooperators.ca with the subject line: BCCA Executive Director Application. The deadline to apply is April 22, 2024.

** We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status or disability status. Please indicate if you require accommodation on your application, and our team will work with you to meet your accessibility needs. All Candidates must be residents of British Columbia.