

Alberta Party

Executive Director - The Alberta Party - Job Description

Position Title: Executive Director

Classification: Contract position – terms reviewed annually

Term: Full time – starting April 1st, 2021

Supporting and working with the Alberta Party Board of Directors, the Executive Director will execute the vision of the Provincial Board in operating, growing, and building the Alberta Party.

Key Responsibilities:

The Executive Director will be responsible to:

- Carry day to day operational actions and functions in order to implement the strategic direction of the organization,
- Act as a strategic advisor to the Board and Executive Committee,
- Help grow the profile of the Alberta Party while aligning and advancing the strategy, values, and principles,
- Advance Stakeholder relations with constituency associations, business groups, political activists, donors, community and party leaders,
- Coordinate and support all ABP fundraising efforts alongside Fundraising Chair
- Set bold goals increase one-time and monthly donations
- Involve Board members in Fundraising efforts
- Support provincial organizing and membership engagement through Board committees.

Additional Responsibilities:

- Coordinate and participate in Strategic Planning sessions for the Board as needed
- Hire, train and support additional staff as needed and as the organization grows

Reporting:

The Executive Director will report directly to the President and indirectly to the Board of Directors, and will work in conjunction with the Leader and Leader's Office. Reports will be required from the Executive Director to the Board of Directors to update on activities, comments from meetings, fundraising efforts, etc.

Education or Equivalent Skills:

- University degree, preferably in Political Science or comparable Degree or Experience
- A strong background, experience and/or training in Political Parties or Organizations

Competencies:

The Executive Director should agree with the values and principles of the Party and is expected to maintain a level of professionalism equal to that of a member of the Board of Directors. This position, being a direct reflection of the Alberta Party, requires careful consideration of all actions taken online and offline be it personal or professional.

Expected competencies include:

- Coaching and mentorship ability to help volunteers find their competency
- Solid understand of the election and finance rules of EFCEA/Elections Alberta
- Strong background in political organization and capacity building
- Ability to supervise and direct staff as the organization grows
- Stamina, determination, commitment and adaptability in required duties
- Excellent communication and negotiation skills
- Understanding of complex political environments and the ability to relate and explain a shifting landscape
- Ability to work under pressure, managing competing expectations and different points of view
- Flexibility and focus on processes and their improvements

Working Conditions

Flexible hours as needed, 35 - 40 hours per week.

The ability to work under pressure is necessary, as is the ability to deal with different personalities, opinions, and points of view.