

Saskatchewan New Democratic Party
Provincial Secretary/Chief Executive Officer

Job Profile

Position Summary and Accountability

The Provincial Secretary/Chief Executive Officer is the senior administrator of the New Democratic Party of Saskatchewan responsible for the successful leadership and management of the Party according to the Constitution, By-laws and strategic direction set by the Provincial Executive. This position is responsible for the overall management, administration and financial operations; as well as responsibilities for the organization and management of election campaigns as directed by the Election Planning Committee, which may include the duties of Campaign Director.

Primary Duties and Responsibilities

Leadership and Governance

Lead the Provincial Executive in a process to develop a vision and strategic plan to strengthen and prepare the Party leading up to the next election.

Provide professional advice to the Executive, Council and committees on all aspects of the organization's activities.

Facilitate a strong, positive working relationship between the Party, the Caucus and the Leader.

Foster an effective team work environment both internally and by enhancing the growth of the Party by membership building and activities with riding associations.

Maintain and expand inclusive and positive relations with stakeholders.

Liaison with federal, territorial and other provincial sections.

Act as the Chief Elections Officer of the Party.

Operational Planning and Management

Develop an operational plan which incorporates goals and objectives towards the strategic direction of forming government in 2024. Oversee the implementation and ongoing evaluation of programs and services to meet the objectives of the operational plan.

Oversee the efficient and effective day-to-day operation of the Party to ensure a professional team and office environment.

Continue the modernization of data management operations and systems to ensure the integrity, accuracy and privacy of all human resource , member, donor and volunteer files.

Provide support to Council and Committees by coordinating meeting agendas and minutes and supporting materials.

Plan, coordinate and implement conferences and conventions as dictated by the constitution and directed by the Executive.

Financial Planning and Management

Oversee the long-term planning, financial health and sustainability of the Party and develop a sound fiscal plan.

Work with staff and Executive to prepare a comprehensive annual budget.

Oversee the development and implementation of fund-raising plans with a primary focus on consolidating successes achieved through digital fund-raising.

Actively participate in fundraising activities as appropriate.

Ensure that sound bookkeeping and accounting procedures are followed and that the organization complies with all relevant legislation and regulations.

Provide the Executive with comprehensive, regular reports on the revenues, expenditures, trending and variances of the financials of the organization.

Human Resources Planning and Management

Continue the process of professionalization and modernization of the management of Party operations.

Ensure a positive, healthy and safe work environment in accordance with all legislation, regulations and Party policy. Promote positive relations and attitudinal changes by reinforcing a climate where oppressive or discriminatory behaviours are not tolerated.

Coach, develop and monitor staff with the aim of raising employee engagement, personal satisfaction with life and work, the achievement of goals and productivity in general.

Information Technology

On an ongoing basis, evaluate and recommend IT strategies which will ensure currency in all aspects of the organization's operations.

Oversee large and complex changes in databases and IT systems.

Qualifications

Post-secondary preparation in a related field or a combination of education and experience.

Five or more years of progressive management experience in a voluntary, not-for-profit sector organization and/or NDP or other relevant organization.

Management experience in a unionized environment.