



ALBERTA CHAMBER OF RESOURCES

Position: Executive Director

The ACR

Originally founded in 1936 as the Alberta and Northwest Chamber of Mines, now known as the Alberta Chamber of Resources, the ACR has grown to include a broad spectrum of companies and service providers in the natural resource value chain.

Collectively, our membership represents tens of thousands of jobs in communities across Alberta. We are mining, minerals, oil and gas, utilities, forestry, pipelines, rail, irrigation, construction, professional services, educators, and others who have an interest in a successful resource sector.

As an engaged, member-driven organization, the ACR envisions a thriving, responsible, and diversified resource sector that is economically prosperous, supports quality of life, reconciliation opportunities, and is a leader in practices, technologies, and regulatory oversight to support important environmental outcomes.

To realize that vision, the ACR provides cross-sectoral leadership within the resource sector on critical issues and opportunities. We accomplish that by convening members and educating, sharing ideas, and collaborating with governments and like-minded partners to advance practical solutions.

Executive Director Position

The resource industry is evolving and the ACR 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 committees, developing new opportunities and partnerships, and ensuring along with the Board, ACR's financial and organizational viability.

Responsibilities & Accountabilities

Board Governance:

- Work collaboratively with the Board to fulfill the ACR'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 discretion
- 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@acr-alberta.com by close of business **October 15, 2021**
- Thank you for your interest in the ACR. Please note that only candidates selected for an interview will be contacted.