



WE'RE HIRING AN EXECUTIVE DIRECTOR

• Alberta Association of Naturopathic Doctors •

WHO WE ARE

The AAND is a dynamic collaboration of doctors promoting excellence for the profession of Naturopathic Medicine, as well as it's members. We strive to promote, protect and advance Naturopathic Doctors and the Naturopathic profession within the province of Alberta. We seek to protect, inspire and promote continued innovation for natural, safe, ethical and effective healing methods.

THE ROLE

The Executive Director implements the vision and mandate of AAND as directed by the Board of Directors. The Executive Director is the chief executive officer, providing leadership in identifying priorities and objectives, directing staff and subcontractors, supporting committees and ensuring AAND's financial and organizational viability. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the AAND Board of Directors.

This is a part-time contract position based in a home office anywhere in Alberta.

LEADERSHIP

- Actively participate in the development and assumes responsibility for the implementation of the overall strategic direction of AAND in accordance with the vision, mission, values, strategic direction and goals set by the Board of Directors;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies;
- Review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Act as a professional advisor to the Board of Directors on all aspects of AAND activities, on issues and concerns internal to the Association, and on trends and emerging issues in the external environment;

- Foster effective collaboration between the staff and Board, as well as foster teamwork among staff and volunteers;
- In addition to the president of the Board, act as a spokesperson for AAND;
- Conduct official correspondence on behalf of AAND as appropriate.

FINANCIAL MANAGEMENT

- Ensure appropriate financial management of the organization's budget, including appropriate bookkeeping and accounting procedures are followed;
- Ensure appropriate and timely reporting to the Board, membership, Alberta Corporate Registries, and tax authorities;
- Work with the Board to prepare, manage and execute a comprehensive annual budget;
- Approve expenditures within the authority delegated by the Board;
- Ensure AAND's files and records are appropriately safeguarded and managed;
- Identify and evaluate the risks to the Association (e.g. impact to clients, staff, management and volunteers) with respect to property, finances, goodwill and image. Implement measures to mitigate and control risks.

MARKETING, RESOURCE DEVELOPMENT, MEMBER SERVICES

- Be an effective communicator and spokesperson so as to engage stakeholders via media and direct channels;
- Provide guidance and oversight to ensure membership is supported, enhanced, and wide-reaching;
- Create marketing plans to retain and increase membership, as well as portray the naturopathic profession in a positive and professional light;
- Research additional funding source beyond annual membership dues, oversee the development of fundraising plans, create funding proposals and implement fundraising activities;
- Explore and develop new revenue sources, such as providing additional services on a cost-recovery basis, in order to broaden the funding base of AAND.
- Develop and maintain Continuing Education courses in conjunction with the CE Committee, in AAND's online learning platform.
- Create a newsletter and manage website additions

STAKEHOLDER RELATIONSHIP MANAGEMENT

- Provide strategic guidance and oversight on stakeholder engagement;
- Maintain and develop strong community connections and partnerships, and pursue continued innovation in, and communication with, the naturopathic community as well as other stakeholders;
- Ensure AAND is represented at community activities to enhance the Association's community profile and reputation;
- Determine staffing and volunteer requirements for effective and efficient organizational management and project delivery;
- Establish good working relationships and collaborative arrangements with community groups, funders, government agencies, educational institutions and others as required to help achieve the mission of AAND;
- Promote an enhanced profile for the organization and develop opportunities to market member services.

OPERATIONS

- Oversee the efficient and effective day-to-day operations of the Association using Board-approved policies and procedures;
- Develop and implement operational plans which oversee the Association's programs, projects and services;
- Establish a positive, healthy and safe work environment in accordance with all relevant legislation;
- Ensure that the operation of AAND meets the expectations of its members, Board and other stakeholders;
- Facilitate effective Board meetings by preparing office reports, compiling meeting agendas, proposing topics for discussion/review, determining and initiating follow-up actions;
- Support the work of task groups and Board committees;
- Ensure that the programs and services offered by AAND contribute to the Association's mission and reflect the priorities of the Board.

HUMAN RESOURCE MANAGEMENT

- Manage staff/subcontractors and volunteers using human resources policies, procedures and practices including hiring, orientation, training, evaluations and/or performance reviews,

discipline, when necessary termination, and update and maintain current job descriptions for all staff and volunteers;

- Coach and mentor staff as appropriate to improve performance;
- Plan for future staffing requirements and determine the experience, skills and personal qualities needed to effectively deliver programs and services;
- Consult with the Board on an on-going basis and as needed regarding human resources plans and staffing activities.

In addition to fulfilling the job description, the following requirements and assets are sought from the successful candidate:

REQUIREMENTS

- Astute awareness and understanding of the naturopathic profession;
- Minimum three years experience as a senior executive in a regulatory or naturopathic medicine environment;
- Work from home - position can be anywhere in Alberta and able to manage time in a work-from-home environment at no more than 20 hours per week/80 hours per month;
- Proficient in the use of computers, video technology and personal technology (including Microsoft programs, smart phones, printers, website administration, newsletter platforms, social media, accounting software, and Google Workspace, etc.);
- Able to work weekends and evenings as needed;
- Willing to travel to official AAND functions;
- Provide a Vulnerable Sector Screening Check, cleared with no criminal activity.

Please apply to this exciting opportunity with your cover letter and resume to

president@albertands.org with the subject line: Executive Director by March 22, 2022. While we thank you in advance for your interest and application, please be advised that we will only be responding to candidates selected for further consideration.

