



JOB AD

OMAA EXECUTIVE DIRECTOR

The Ontario Municipal Administrators' Association (OMAA) is a not for profit association with a membership base of approximately 375, comprised primarily of Ontario municipal Chief Administrative Officers (CAO's). Other members include "Aspiring" CAOs (deputy CAO/Commissioner level positions) and retired CAOs.

OMAA's current Executive Director will be retiring in 2023 and a replacement is now being sought to assume the position in February 2023. To assist the new Executive Director in understanding the various roles and functions that must be carried out, there will be a period of overlap (to be determined), and available support for the balance of 2023.

Reporting to the OMAA Board of Directors, through the President, this is a newly defined role for the Executive Director in that the position is evolving from part time to full time.

This is a three year, full time contract position with the potential for extension, subject to development of a business case for sustainability and negotiated agreement by both parties.

The business case to be prepared by the new Executive Director, is to include their preferred means for administrative services and related financial plan to support going forward.

The type and extent of work for this position on an annual basis can vary depending on the Board's priorities. However, at a minimum, it will include the following:

- Preparation of Board Agenda materials and attendance at 5 annual OMAA Board meetings
- Program development and event planning for a Spring and Fall conference (~150 attendance)
- Program development and event planning for 3 CAO Connection Luncheons (~ 25 attendance at each event)
- Weekly member communiques
- Weekly Job Postings
- Regular interactions with Members, Sponsors, and Partners
- Association record keeping and membership services delivery
- Advocacy for the role of the CAO
- Advancing the OMAA Strategic Plan and annual Special Projects



The actual hours worked will vary according to the time of year, with the following peak periods:

- January/February - membership invoicing and payment processing
- March to May - Audit and Spring conference planning
- August to October - Fall conference planning

For more information regarding the Association, please visit omaa.on.ca

A copy of the OMAA Executive Director Job Description can be found at this same location, for further details regarding expectations of this position.

Preferred knowledge and experience for this position include: not-for-profit association experience, a high level understanding of municipal government and the role of the Chief Administrative Officer.

This is a work from home opportunity. Candidates must have a complete home-office facility and storage for association materials

The Executive Director shall be considered at all times to be an independent contractor and shall be responsible for complying with all CRA rules and regulations (including the payment of all income taxes and HST).

PLEASE NOTE: Alternative and innovative proposals to fulfill the responsibilities and expectations of the OMAA Executive Director position would be welcome.

To apply:

Please email an Expression of Interest in response to this Job Advertisement, including a resume and proposal for an annual fee to undertake the work as described, to Maureen McCauley, OMAA Executive Director - maureen@omaa.on.ca - by no later than 5:00pm, December 1st, 2022

Those selected for first round interviews will be requested to attend an online meeting with the OMAA Selection Panel which is scheduled to take place on the afternoon of December 12th.

Position Title: OMAA Executive Director

Background

The Ontario Municipal Administrators' Association (OMAA) is a not for profit association with a membership base of approximately 375, comprised primarily of Ontario municipal Chief Administrative Officers (CAO's). Other members include "Aspiring" CAOs (deputy CAO/Commissioner level positions) and retired CAO.

The association operates as a virtual office, requiring the Executive Director to provide home office facilities, storage, assignment of an address for the association and dedicated phone line.

Position Summary

Reporting through the President to the Ontario Municipal Administrators' Association Board of Directors, the OMAA Executive Director offers strategic direction and leadership to optimize governance processes, establish organizational direction, manage association operations and programs and ensure comprehensive and focused member services for CAOs and "Aspiring CAOs".

The Executive Director is responsible for guiding

- organizational strategy
- program development and delivery,
- advocacy and government relations,
- outreach and community / partner liaison,
- member services

Position Responsibilities

Leadership, Optimizing Governance

- Acts as a key driver and advocate of the OMAA vision and mission, advising on issues (internal and external), organization bylaws and policies
- Key advisor to the OMAA Board and committees
- Guides the implementation of the OMAA Strategic Plan, action plans, providing insight into the development of priorities and annual objectives.
- Provides insight into the planning of short and long-term goals and strategies
- Provides Maintains accurate records for the association
- Manages association compliance issues, legislative requirements, and liability insurance and indemnification.
- Perform other tasks as assigned by the Board of Directors.

Establish Organizational Direction

- Contributes to the effectiveness of the Board and committees

- Develops a long term financial strategy, risk management, marketing and communication plans for long term organizational sustainability and growth.
- Develops partnerships to achieve organizational objectives, leverages opportunities as they arise
- Communicates on behalf of the organization and maintains brand and reputation, acts as a role model demonstrating the ethics and goals of the organization, developing positioning statements and messaging standards.
- Manages and implements change required for organizational continuous improvement, relevance and continuity.
- A “sense of mission” to determine critical factors for achieving the association's goals, considering the circumstances at hand, and focusing on what is relevant

Manage Operations – Administrative, Technology, Finances, Legal and Insurance Compliance

- Manages documentation and record keeping, storage, retrieval; and information and communication technology ensuring legal compliance and data security risks are minimized.
- Maintains the OMAA membership Database
- Brings forward an annual operating Budget for OMAA Board approval
- Manages the annual budget, aligning plans to priority initiatives, anticipating changes, tracking cash flow, adjusting expenses and expenditures as required to ensure programs and services operate within approved balanced budgets.
- Oversees the day-to-day financial and accounting requirements of the organization.
- Preparation of regular budget status summaries for the Board
- Schedules and manages an annual financial audit and HST submission
- Oversees Accounts Receivables and Payables
- Ensures continuity of regular revenues streams (membership fees, conference surpluses, Job Ad payments, sponsorship contributions) and seeks additional revenues where possible
- Develops operational policies, processes and procedures, establishing internal controls as required to ensure efficiencies.
- Ensures appropriate insurance is in place for the association

Deliver Value to Members

- Identifies needs of the members
- Ensure year to year continuity and quality for OMAA services and events
- To facilitate networking, interaction and information sharing between OMAA Members
- Understanding of the professional development requirements for municipal executives and quality programming required for member events
- Establishes and maintains systems to monitor and evaluate the effectiveness and quality of programs and services with clear performance metrics and reporting on agreed upon performance indicators.
- Ensures an annual fulsome and informative communication program for members including website maintenance
- Delivers an annual Awards program for members
- Serves as a key spokesperson for OMAA, in partnership with Board members, and represents the organization before government, the media, and at partner/stakeholder meetings and events.

- Builds and maintains effective, collaborative relationships developing linkages and acts as the key organizational representative in strategic partnerships with government officials, sponsors,
- Stays abreast of municipal, political and social issues as they pertain to Ontario Municipalities and the Chief Administrative Officer.
- Forward thinking - to ensure OMAA is always offering support for the CAO role in a contemporary manner

Skills, Qualifications, Competencies

- Relevant, executive-level management or leadership experience in a municipal setting and/or not-for-profit setting.
- While the educational pathway may vary, intellectual depth and curiosity are expected for this role. Education in a relevant field such as Non-Profit Leadership, Public Administration, Education, Business Administration, Communications, etc.
- Knowledge of governance best practices and experience working with or reporting to a generative governance Board of Directors and overseeing the implementation of organizational strategic plans.
- Strong and effective communication skills, with oral and written proficiency
- Financial management skills and experience in financial oversight including budget preparation, forecasting, monitoring, evaluating and reporting
- Proficient in the use of technology and collaboration tools for word processing, financial management, internet research and online meetings
- Demonstrated experience with relationship-building among a variety of stakeholders and partners. Excellent interpersonal and collaboration skills, including in team building.
- Availability for travel within the province