

Ontario Municipal Human Resources Association (OMHRA)

Executive Director

Position Objective:

The Executive Director (ED) is responsible for the successful strategic leadership and management of the Ontario Municipal Human Resources Association (OMHRA). The ED is responsible for managing the effectiveness of OMHRA's services, administration, events, finances and overall operations. This position is responsible to and reports directly to the OMHRA Board of Directors.

General Responsibilities:

1. Board Governance
 - Working with the Board of Directors, ensures the mandate of the association and strategic goals are met
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
2. Financial Performance and Viability
 - Responsible for the fiscal integrity of OMHRA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial conditions of the association
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
 - Responsible for developing and implementing a marketing plan, retention plan, value proposition and policies to increase the number of members, sponsors and partnerships with OMHRA
3. Association Strategic Direction
 - Responsible for the implementation of programs, workshops, and conferences that carry out OMHRA's strategic direction
 - Responsible for the enhancement of OMHRA's profile by participating in outreach programs and working closely with other professional, civic and private organizations
4. Association Operations
 - Responsible for the day to day operations of the Association
 - Communicate with stakeholders of OMHRA's work and recommend and implement changes to enhance the services provided to OMHRA's members

- Responsible for ensuring the Association is compliant with all statutory and regulatory requirements

Professional Qualifications:

- Master's or Bachelor's degree in Human Resources Management, Business, Public Administration or related field
- Minimum of five (5) years or more related experience in a senior management position at a non-profit, government or public service organization
- Strong fiscal management skills, including budget preparation, and analysis, along with the ability to make financial recommendations to the Board of Directors
- Strong organizational skills with the ability to plan and implement policies and programs aligned with the strategic objectives of the Association
- Excellent verbal and written communication skills
- Knowledge of current issues, legislation and changes that affect the Association and its membership
- Knowledge of marketing strategies and stakeholder relations unique to the non-profit sector
- Strong collaboration skills and demonstrated ability to build strong, meaningful relationship with the Board of Directors and contracted third parties