



## **Executive Director – Association of Yukon Communities**

This position will work closely with the Executive, Board of Directors, our members, and other orders of government to maximize the Association of Yukon Communities' presence and impact in moving our advocacy agenda forward.

### **Qualifications:**

Must possess the skills and knowledge acquired through post secondary education, preferably a bachelors, and experience in territorial or municipal administration and financial management. Experience with advocacy or policy work is considered an asset.

### **Competencies**

- Will be self motivated with the ability to work with and under the direction of an elected President, Executive and Board of Directors.
- Ability to effectively communicate with member communities, various government departments and agencies, other organizations, and public, both orally and in writing.
- Strong organizational skills with ability to manage multiple projects effectively.
- Outstanding written and verbal communications and relational skills; Strong ability to connect with diverse range of partners, stakeholders, and groups.
- Possesses strong interpersonal skills, tact and diplomacy, a sensitivity to political environments and the ability to deal confidentially on a broad range of issues.
- Able to conduct research and prepare written reports.
- Ability to use data in framing and shaping policy and advocacy efforts.

This position is permanent full time with a benefit package which includes leave, extended health, and RRSP.

Full job description can be found at <http://www.ayc-yk.ca/members/jobs>

Reviews of submissions will commence by April 15,2024.

This posting will remain in effect until successfully staffed.

Please email cover letter and resume to [ayced@ayc-yukon.ca](mailto:ayced@ayc-yukon.ca)



## **EXECUTIVE DIRECTOR**

### **Qualification and Position Description**

Adopted: Sept 2003

Reviewed: Apr 2022

Retired:

#### **Position Description**

This position will work closely with the Executive, Board of Directors, our members, and the Yukon Government to maximize the Association of Yukon Communities' presence and impact in moving our advocacy agenda forward.

#### **Purpose**

To describe the qualifications and responsibilities of the AYC Executive Director.

#### **Qualifications:**

Must possess the skills and knowledge acquired through post secondary education, preferably a bachelors, and experience in territorial or municipal administration and financial management. Experience with advocacy or policy work is considered an asset.

## **Competencies**

- Will be self motivated with the ability to work with and under the direction of an elected President, Executive and Board of Directors.
- Ability to effectively communicate with member communities, various government departments and agencies, other organizations, and general public, both orally and in writing.
- Strong organizational skills with ability to manage multiple projects effectively.
- Outstanding written and verbal communications and relational skills; Strong ability to connect with diverse range of partners, stakeholders and groups.
- Possesses strong interpersonal skills, tact and diplomacy, a sensitivity to political environments and the ability to deal confidentially on a broad range of issues.
- Able to conduct research and prepare written reports.
- Ability to use data in framing and shaping policy and advocacy efforts.

## **Reporting:**

Reports to the President and through the President to the Executive, the Board of Directors and the general membership.

## **Functions:**

Acts on the Association's policies and resolutions as passed by the Board of Directors or the general membership at Board and General Meetings and directs and supervises all staff members.

## **Responsibilities:**

- Work with President, the Executive and Board of Directors to define and develop the organization's advocacy agenda based on current organizational priorities and external policy landscape.
- Identify and monitor pending territorial legislative initiatives, Federation of Canadian Municipalities (FCM) policies and practices and other policy and advocacy issues that impact municipalities and provide advice to the Executive and Board of Directors.
- Facilitate and ensure ongoing and free-flowing communications and engagement between the Association, its members, the Federation of Canadian Municipalities, the Council of Yukon First Nations, and the federal and territorial governments.
- Develop and maintain relationships with potential partners across public, non-profit and for-profit organizations to advance the Association's advocacy work.
- Develop and implement strategies for advancing policy and advocacy goals.
- Coordinate the Association's lobbying activities related to territorial and federal government departments and agencies and recommend options to the Board of Directors.
- Take a leadership role in researching, planning, and executing AYC's presence at seminars, presentations, conferences, meetings, and in the media to share the Association's policy and advocacy agenda, and keep our members informed of work being done in the community.
- Develop a range of approaches for informing internal and external audiences of policy and advocacy matters relevant to Association members (written materials: reports, blog posts, website content and other web-based materials; learning sessions: events, trainings, webinars, workshops; presentations: internal or with partners).
- Oversee and facilitate the work of the internal policy and advocacy processes and external technical consultants as needed.
- Provide policy advice to the Board of Directors and ensuring that the policies, as adopted either by the Board of Directors or the general membership, are implemented.

- Promote membership in the Association and provide value to the members.
- Provide advice, support and assistance to Association members within the objectives of the Association and the constraints of the budget.
- Prepare, co-ordinate and organize the Annual and Special General Meetings, Board of Directors and Committee Meetings and other meetings and conferences.
- Organize and prepare all meeting agendas and supporting documentation for Board, Committee and General Meetings.
- Prepare, for the President's signature, all correspondence to elected officials of other orders of government.
- Periodically review the Associations' programs and services to ensure that they continue to meet the goals and objectives of the Association.
- Monitor the general and group insurance programs to ensure that they continue to meet the needs of the membership.
- Provide other related assistance to the membership, Board of Directors, Executive and the President as required.
- Work closely with the President, Board of Directors and committees of the Association and keep the President and Board informed of all important developments falling within their mandates and provide support and advice, as required.
- Oversee the financial management of the Association in consultation with the Manager of Operations, ensuring that the budgets duly adopted and/or amended by the Board are followed and that the Board is advised of any anticipated variance in the budget.
- Prepare, in consultation with the Manager of Operations, the annual budget and quarterly financial statements.
- Ensure that appropriate financial controls are in place for the receipt and disbursement of the funds of the Association.
- Provide direction and supervision for other employees. Employ and terminate all employees. With the approval of the Board of Directors, set salaries within the approved salary ranges and budget limitations.

- Liaise with and attend meetings of other municipal associations, subject to financial considerations as approved in the budget.
- Organize and, where appropriate, participate in training programs, seminars and workshops for municipal employees and elected officials.