

EXECUTIVE DIRECTOR

The Canadian Network of Asset Managers

(CNAM) is seeking a part-time Executive Director. CNAM's next Executive Director will bring expertise and a passion for leading professional associations. The ideal candidate will have a record of leading organizations in achieving operational excellence, maintaining and expanding partner relations, growing revenues and sponsorships, fulfilling member or customer expectations, and enabling success through effective governance. This opportunity arises due to the resignation of the incumbent.

CNAM is a not-for-profit committed to advancing the public infrastructure asset management practice through leadership, innovation and collaboration. The association serves as a hub of knowledge and best practice, helping practitioners find and navigate the wide array of guidance, resources and tools available. CNAM seeks to develop and sustain a cohesive industry voice and vision, helping to define what improved public infrastructure asset management should look like. The association enables peer-to-peer connection for those involved in asset management to build their knowledge, capabilities and confidence. Finally, CNAM is eager to strengthen our solid foundation to ensure organizational sustainability and the viable, ongoing operation of CNAM.

Executive Director Responsibilities

CNAM's Executive Director is responsible for resource management and operational excellence. They will provide leadership to the Board by providing recommendations and supporting strategic planning. CNAM's association management service provider, at the direction of the Executive Director, will drive execution in areas including membership sponsorships, financial accounting and reporting, event management and committee support.

The Executive Director must have a proactive, strategic focus and active communication skills. The Executive Director serves CNAM's growing membership and maintains effective working relationships with sponsors and strategic partners. Serving a diverse audience, the Executive Director must be collaborative, committed and responsive to stakeholders, while remaining steadfast in focus, balance and prioritization, demonstrating emotional intelligence. In a dynamic industry, the Executive Director must be adaptable.

While members and committees will bring technical expertise and experience to the work of the association, the Executive Director will have a strong working knowledge of infrastructure asset management and / or the capacity to acquire it.

What The Executive Director Does

- Execute CNAM's strategic plan through leading initiatives and maintaining momentum
- Responsible for resource management including oversight of 3rd party service providers, and association management service provider(s)
- Board support
- Proactive support to committees and sub-committees
- Performance management including KPI's for the association and 3rd party contractors
- Workload / task management

*The Canadian Network of Asset Managers (CNAM) is incorporated as a not-for-profit under the Societies Act of Alberta
Circa. 2009*

We thank all applicants for their interest in CNAM. Those selected for an interview will be contacted. For more information about CNAM visit www.cnam.ca

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- Liaison and relationship building with sponsors and industry partners including (e.g. Communities of Practice, IPWEA, NAMS Canada, FCM, IAM)
- Review and report on financial performance in coordination with CNAM's Secretary/Treasurer (Volunteer role)
- Oversee association records management and contracts
- Develop and monitor association by-laws, policies and procedures, ensuring compliance with legislative requirements
- Instill an accountability focus across the association.
- Continuously improves organizational governance
- Strategic communications – internal and external
- Information hub and resource for CNAM members and partners
- Industry representation
- Knowledge of infrastructure asset management preferred

Additional Responsibilities & Expectations

- Governance knowledge supporting the evolution of a governance model.
- Awareness of external funding and partnership opportunities to support long-term sustainability of the association
- Functional support to committees and subcommittees, including the onboarding of committee chairs and communication of expectations.
- Skilled in developing/writing policies and procedures that reflect best practices.
- Experience and expertise in grant writing
- Proficiency in the French language would be deemed an asset

Typical Day in the Life on Executive Director

- Check-in with association management service provider to track essential activities, review service outcomes, and identify management and board items for review
- Reach out to prospective partners and sponsors for CNAM's education and training initiatives
- Liaise with other asset management associations to identify collaboration opportunities for capacity-building, events and other ways to serve the AM community better
- Prepare materials for CNAM's volunteer board to be informed, make decisions or provide direction on CNAM's programs
- Attending and/or support CNAM volunteer-led committee meetings such as Membership, Partnership, Sponsorship, Education, Research & Training, etc.
- Speak at CNAM, partner and industry events to promote asset management
- Reviewing CNAM's financial, operating and risk management strategy

Interested and qualified individuals are invited to apply to:

CNAM Executive Director Opportunity
Attn: Cassandra Pacey, Vice Chair, CNAM
Email: recruiting@cnam.ca

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Please include a résumé and a cover letter addressing your fit to this role. A more detailed job description is available. Applicants are invited to identify their salary expectations.

Of note, this a part-time (20 hour per week) position and compensation range is consistent and competitive with comparable (size, scope, etc.) not-for-profit membership organizations.

Consideration of candidates will begin immediately and continue until a hiring decision is made.

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