

## Chief Executive Officer

**Applications received by April 30, 2017 at 12pm (noon) will receive full consideration, but the review process will continue until the position is filled.**

For over 30 years, the Alberta Association of Midwives (AAM) has been the professional body that serves a passionate community of midwives and the practice of midwifery in Alberta. Registered Midwives deliver safe, cost effective, and high quality maternity care. The AAM's mission is to promote the growth and sustainability of midwives and midwifery services in Alberta. There are currently over 100 registered midwives in Alberta attending approximately 5% of the births each year.

With our current CEO retiring from the AAM in the future, we are seeking a visionary, proven change agent, and insightful leader to steward our Association through the next phase of development. While midwives have been regulated since 1994, public funding did not start until 2009. Since then, we have experienced rapid growth and we continue to be in the midst of change. As such, our CEO requires a unique combination of skills and attributes. The incumbent will be a systems thinker with strong business acumen, superior facilitation skills, progressive experience in senior leadership roles, and political astuteness. If you are passionate about growing midwifery in Alberta, believe in the [Canadian Model of Midwifery Care](#), and have an entrepreneurial spirit, you may be the person we are seeking.

Reporting functionally to the President and operationally to the Board of Directors, the CEO is a cross-functional role that leads a small but dedicated team in the efficient and cost-effective development and operation of the AAM. As CEO, you will oversee all of the key operating dimensions – governance, financial stewardship, and day to day operations. You will need to be a generalist with understanding of key functions including finance, legal, communications, information technology, people, and culture.

The CEO plans and Chairs all of the Association's Board meetings and plays a significant role in developing and executing the AAM's strategic plan. You will be actively engaged with internal and external stakeholders including: members, employees, the College of Midwives of Alberta, Alberta Health Services, regulators, government officials, subject matter experts, consumer groups, and the media to advance the AAM's strategic objectives.

### Major Responsibilities:

- Based on the strategic plan and working with Board Committees, develop the AAM's annual operating plan and operating budget; improve financial management systems.
- Partner with the President and the Board of Directors to develop and implement the strategy to grow midwifery services in Alberta.
- Continuously improve member experience by overseeing member programs, including our professional liability insurance program and continuing education program.
- Enhance operational excellence including developing an organizational plan that details Board and staff responsibilities and performance management plans.
- Diversify operational funding sources by creating a variety of revenue streams.
- Strengthen external communications through development and propagation of key messages, and the employment of technology and various communications channels to shape and define the AAM's reputation with stakeholders.
- Draft new policies, procedures and operating models; initiate and facilitate discussions with members and stakeholder groups; represent the Association in a variety of critical contexts.

**Qualifications:**

- Minimum of an undergraduate degree in a related field – preferably Business or Management. Graduate degree would be considered an asset.
- 10-15 years of progressive management and leadership experience, preferably in a professional association or non-profit; any combination of education and experience may be considered.
- A charismatic and passionate yet patient individual who is comfortable working in an operationally intensive organization.
- Well-developed people leadership skills, with a proven ability to motivate staff, while holding them accountable for results.
- Experience establishing governance structures and policy development, working closely with a volunteer Board of Directors.
- Experience in keeping operating costs to an absolute minimum; identifying and pursuing additional sources of operational funding.
- A track record of working in a productive and collaborative manner with multiple stakeholders, (ideally including provincial ministries; the incumbent will be required to register with the Alberta Lobbyist Registry).
- Outstanding facilitating, written and verbal communication skills and an ability to collaborate with a diverse range of people and functions distributed across the province.
- An unblemished record as related to their integrity and that of the organizations they have served.
- Knowledge of midwifery is an asset (particularly with regard to Alberta and Canada).

This is a one year, fixed term, full time position based in our Calgary office and will include travel to midwifery practices in other parts of Alberta. Compensation will be consistent with similar roles in other Canadian professional associations in Canada and with other midwifery associations. There is an expectation that you will plan vacation around any contract negotiations and Board meetings.

**Applications received by April 30, 2017 at 12pm (noon) will receive full consideration, but the review process will continue until the position is filled. Please send cover letter, resume and salary expectation by email to [admin@abmidwives.ca](mailto:admin@abmidwives.ca). The Alberta Association of Midwives is an equal opportunity employer. Selection will be made without regard to race, religious beliefs, colour, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.**