

Executive Director

The Canadian Mountain Network (CMN) is seeking an Executive Director to provide operational leadership, direction, and oversight for the organization, as well as support the collaborative development of network strategy with the co-Research Directors and the Board of Directors. This new role will amalgamate two current positions, those of President and Managing Director.

CMN offers a competitive and comprehensive compensation package including salary, group benefits, pension and other programs and services, which is designed to attract, retain, reward, and motivate employees' commitment and performance.

The anticipated annual salary range for this role is \$105,600 to \$169,000, with the salary position based on demonstrated qualifications and experience.

The Canadian Mountain Network is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the Network to apply.

Application Instructions

Within a single PDF document, qualified candidates are encouraged to submit a one-page cover letter outlining your interest and qualifications along with a two-page resume.

Applications, as well as any inquiries, should be directed to secretary@cmn-rcm.ca.

Applications must be submitted by midnight Mountain Standard Time on Monday November 30, 2020.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted. We anticipate at least two rounds of interviews in December 2020 and January 2021.

Additional information on the Canadian Mountain Network and a full position description for the Executive Director role follow.

About Us

The Canadian Mountain Network (CMN) supports the resilience and health of Canada's mountain peoples and places through research partnerships based on Indigenous and Western ways of knowing that inform decision-making and action. Established in early 2019 as a not-for-profit corporation hosted by the University of Alberta, CMN is the country's first formal research organization dedicated to advancing our understanding of mountain systems, which provide diverse and important benefits to Canadians living both near and far from these distinctive and iconic landscapes.

The Network's activities, outlined in its [Strategic Plan](#), are primarily supported by an \$18.3MM, five-year grant from the Government of Canada's [Networks of Centres of Excellence](#) (NCE) program. This program funds the development of national-scale, challenge-oriented, and partnership-based research networks.

CMN's research agenda is primarily delivered by grants to research teams across Canada based in both universities and Indigenous organizations. The Network's research is complemented by strategies and programs for training, knowledge mobilization, and networking and partnerships.

To learn more about the Canadian Mountain Network, including our history, activities, management, and governance, please visit: <http://canadianmountainnetwork.ca/>

Position Description

Accountability

The Executive Director is an officer of the Board of Directors of the Canadian Mountain Network (CMN) and is to be appointed in a manner and for a term consistent with the by-laws.

The Executive Director is accountable to the Board of Directors as a whole, working particularly closely with and supporting the Board Chair, other Board Officers, and Committee Chairs.

Together with the Board of Directors, the Executive Director is collectively accountable to the members, community, funders and other stakeholders and is expected to develop and nurture those relationships by acting in the true spirit of reconciliation.

Time Commitment

The amount and intensity of work in this full-time role is significant and includes regular evening and weekend commitments. The role also involves significant travel both on a regular basis across Canada and internationally in support of both network operations and partner outreach and engagement.¹

Responsibility

The Executive Director is responsible for acting in the best long-term interests of CMN and the mission it has undertaken and will bring to the task of informed decision-making a broad knowledge, an inclusive perspective, and a commitment to respecting different ways of knowing and doing.

The Executive Director provides operational leadership, direction, and oversight, as well as supporting the collaborative development of network strategy with the co-Research Directors and the Board.

This executive role operates in a highly complex environment that brings together staff working in multiple locations (Edmonton, Calgary, Canmore, Whitehorse, and Montreal) to deliver a diverse set of programs. The Executive Director requires tact and diplomacy to maintain a national coalition of post-secondary institutions, governments, Indigenous organizations, businesses and not-for-profits.

Principle Duties

The Executive Director is accountable to the Board for collaborative leadership and oversight of CMN together with the co-Research Directors. This includes:

Leadership

- Identifies and effectively manages strategic and operational risks to CMN.
- Responsible for developing, securing Board approval of, and implementing the Corporation's:
 - Strategic Plan
 - Annual Operational Plan
 - Performance Measurement and Management Framework; and,
 - Risk Management Framework.
- Leads the development of the Corporation's operational policies and procedures.

¹ *Travel is currently limited due to the COVID-19 pandemic but is frequent in the normal operating environment.*

Human Resource Management

- Organizes the structures and processes required to effectively deliver the CMN's governance and operations.
- Provides leadership to the Network's staff and contractors and, with the exception of the co-Research Directors, is responsible for the staff lifecycle for direct reports, including making decisions around recruitment, performance management, succession planning, and termination, in alignment with the provisions of the Network Host Agreement and other agreements.
- Manages complex staff relations in a unionized environment.
- Supports the Board in succession planning for both governance and management.
- Resolves concerns and ad-hoc issues associated with staff.

Financial, Compliance and Reporting

- Oversees development of the budget within the Annual Operational Plan for committee review and Board approval, as well as in-year budget re-forecasts for information and subject to delegated authorities.
- Produces accurate, timely and concise financial and/or business reports for the Board and its committees.
- Provides oversight of financial controls and the audit of all network-managed funds.
- Coordinates delegation of authority to staff.
- Identifies cost recovery and cost-sharing opportunities.
- Ensures the accurate development of reporting on the organization's activities and progress and, where required, secures Board approval.
- Oversees annual reporting to Corporations Canada, the Canada Revenue Agency, and, where relevant, the Lobbying Commissioner of Canada.

Teamwork

- Maintains productive professional relationships with Board and committee members, network staff, external partners, stakeholders, and other individuals and organizations.
- Maintains mutual respect and fosters creativity and team spirit in working productively and collaboratively with the co-Research Directors and other network staff in order to support clear, efficient, and effective communication and decision-making within the organization, including within management and between management and governance.

Governance Support

- Supports the Board of Directors and its committees at their direction in meeting their legal and other governance obligations by:
 - Coordinating meeting logistics, scheduling, and briefing materials, including for the Corporation's Annual General Meeting.
 - Supporting the development of policies and procedures as requested and ensuring that Board policies and directives are effectively implemented.
 - Supporting evaluations of both governance and management and informs succession planning.
 - Participating in meetings of the Board and its committees as requested.

Communication & Coordination

- Manages complex and challenging interpersonal interactions with composure and diplomacy through effective negotiation skills.
- Keeps informed about community issues relevant to the mission and objectives of CMN.

Asset Management and Risk

- Ensures the condition of the organization's physical assets including any buildings, leased space, and equipment.
- Ensures the integrity of the Corporation's electronic and physical records, as well as software accounts and any other digital assets, to ensure accessibility for the Network's governance, staff, and volunteers.
- Ensures the Corporation has sufficient and effective insurance coverage to mitigate relevant risks.

Other duties and obligations as assigned by the Board.**Qualifications**

The following are required qualifications:

- Alignment to CMN's values;

- Commitment to the CMN's mission and strategic directions and an in-depth understanding of regional, national and international mountain research issues and priorities;
- A demonstrated record of supporting innovative and practical efforts to advance reconciliation;
- Knowledge of, and respect for, both Indigenous and Western ways of knowing, doing and being;
- A commitment to ethical approaches to bringing together Indigenous and Western ways of knowing, doing and being;
- Openness to learning;
- Minimum of 7-10 years related experience;
- Significant knowledge of and experience with not-for-profit governance and management models and best practices;
- Knowledge of the context of diverse research organizations and funders, including their operational model, such as the federal granting councils, post-secondary institutions, and Indigenous research organizations;
- Fund development and partnership development experience; and,
- Experience managing a team and providing coaching, mentoring, and performance management.

The following are qualifications that are desired or, where appropriate, could be developed:

- A PhD or equivalent experience working in Indigenous knowledge, natural science, social science, or health science;
- Knowledge of research team or network development and management;
- Experience working in knowledge user sectors, such as Indigenous organizations, industry, government, or the not-for-profit sectors; and,
- Experience providing executive support and advisory services to corporate governance.