



POSITION DESCRIPTION

The Economic Development Council for Manitoba Bilingual Municipalities (CDEM) is the economic development engine for Manitoba's bilingual municipalities.

Position :	Executive Director
Languages :	Bilingualism required (French and English)
Salary :	To be discussed according to skills and experience

JOB SUMMARY

In order to boost the vitality and prosperity of its bilingual communities, Manitoba's bilingual municipal leadership has created a real political and economic strike force by bringing together under its umbrella the Association of Manitoba Bilingual Municipalities (AMBM), as well as two economic subsidiaries with complementary vocations: the Economic Development Council for Manitoba Bilingual Municipalities (CDEM) and Eco-West Canada (EWC).

Created in 1996, the CDEM encourages, fosters and organizes economic development through its various sectors of intervention: business support, community economic development, youth integration, immigration, employability and tourism. As an integral part of the AMBM Group, the CDEM actively supports the implementation of the overall vision and economic development priorities of the 15 bilingual municipalities of Manitoba (AMBM). The organization works with municipal and community leadership to plan, develop and implement meaningful and practical economic initiatives. It provides the support and tools necessary to strengthen individual and collective capacities, in addition to promoting and stimulating entrepreneurship in all its forms.

Reporting to the CDEM's Board of Directors, the Executive Director is responsible for implementing the organization's strategic and organizational objectives as established by its governance, in accordance with the requirements of the various funding agencies and by focusing on the added value of French in the strength of bilingualism. The Executive Director is also responsible for managing the organization's human, financial, physical and material resources.

RESPONSIBILITIES

A) Main orientations of the organization (45 %)

- Coordinate the annual identification and compilation of economic priorities of member municipalities;
- Coordinate the development and implementation of the organization's strategic planning and resulting action plans based on the economic priorities identified by member municipalities, in collaboration with the AMBM CEO;
- Follow up on actions taken to achieve the objectives established in the strategic plan and, as the case may be, implement the necessary corrective measures;
- Develop and implement strategies to optimize the effectiveness, efficiency and performance of the organization to ensure the economic priorities of member municipalities are met;
- Implement strategies and policies to facilitate the achievement of strategic and organizational objectives;
- Provide reports to the Board of Directors regarding the achievement of objectives and action plans (strategic plan, operational plan, quarterly reports, etc.);
- Manage and implement resources, processes and follow-ups surrounding the achievement of the organization's objectives;
- Actively nurture the relationship and collaboration with the AMBM's CEO to ensure ongoing consistency between the CDEM's service delivery and the realities and issues of its member municipalities;
- Ensure active collaboration with EWC's Executive Director to foster intra-consortium synergy;
- On a yearly basis, conduct an evaluation of the performance and services offered by the CDEM to Manitoba's bilingual municipalities and to all of its clients, and then implement the necessary adjustments, if necessary.

B) Human Resources (25 %)

- Ensure the management of all activities related to the CDEM's human resources management functions, namely: planning, staffing of positions, integration, working conditions, employment relations, training, occupational health and safety, management of the performance appraisal process, file management and all other tasks related to human resources management;
- Promote and nurture an organizational culture that values team cohesion and performance, and foster synergies between the various sectors;
- Establish communication and consultation mechanisms required for the sound management of the organization's human resources.

C) Financial Resources (20 %)

- Assess the organization's budgetary needs on an ongoing basis, in collaboration with the finance department;
- Coordinate various financial partnerships and service agreements in order to provide the organization with the financial resources necessary to achieve its objectives;
- Encourage diversification of the organization's funding sources;
- Prepare reports to the Board of Directors on the achievement of the organization's objectives and advise them on investment priorities;
- Foster smooth communication and close collaboration with current and potential funders.

D) Other (10 %)

- Ensure effective collaboration and positive relations with the Executive Directors of AMBM Group entities and bilingual municipal governments;
- Participate in provincial and national committees and groups in relation to the CDEM's mandate;
- Ensure the development and involvement of the CDEM in its community by creating partnerships and collaborative networks;
- Represent the organization in relevant political forums;
- Ensure the continuous development of the team's skills;
- Oversee the work of the various working committees arising from the Board;
- Adhere to and ensure the application of the organization's policies, practices and standards;
- Keep abreast of events, environmental changes and best practices that support the economic development and prosperity of Manitoba's bilingual municipalities.
- Participate in its performance evaluation;
- Performs all other duties related to the position and/or required by the Board members.

SKILLS AND QUALITIES SOUGHT**Qualifications**

- Bachelor's degree in Business Administration with significant experience in related fields.
- A Master's degree in Business Administration, Public Administration or a related field will be considered an asset.

Experience

- Five (5) years minimum experience in a supervisory or general management position.
- Demonstrated experience and knowledge of economics or economic development, particularly in a Francophone minority setting.
- Demonstrated experience and knowledge of nonprofit governance.
- Experience in human, material and financial resources management.
- Experience in project management.

Knowledge and skills

- Mastery of the French and English languages, both oral and written.
- Excellent knowledge of the rules of governance for a board of directors.
- Knowledge of the operation of a community organization.
- Excellent knowledge of the challenges and issues facing Francophone minority communities in Manitoba.
- Negotiation skills.
- Knowledge in the use of software (Microsoft Office Suite, virtual platforms for meetings and webinars).

Skills required

- Strategic thinking
- Sense of priority
- Inclusive leadership
- Collaboration
- Humility and diplomacy
- Interpersonal and organizational communication
- Task planning and organization
- Customer and results orientation
- Problem solving
- Vigilance and risk management
- Ability to unite

OTHER REQUIREMENTS

- The Executive Director must actively participate in national committees related to the Réseau de développement économique et d'employabilité (RDÉE) Canada.
- May be required to work evenings or weekends during special events.
- Frequent travel within Manitoba, including rural areas; a valid driver's license is required.
- Occasional travel across Canada to attend meetings and special events.