

Executive Director

Seeking a dynamic leader who must be an experienced administrator and comfortable working with a wide range of stakeholders. The successful candidate will be a visionary and entrepreneurial leader with exceptional communication, multi-taking, delegation, and interpersonal skills.

Key Responsibilities are to lead the organization in:

- Representing the public through the function of a College ensuring the public has access to safe and competent optometric care
- Regulating and licensing all practicing Manitoba optometrists
- Advocating and advancing optometric care in Manitoba to the highest standards
- Increasing public awareness and recognition of the importance of vision care, early childhood eye examinations, and eye safety in the workplace
- Ensuring the accessibility of optometric services throughout the province
- Negotiating integrated eyecare models and third-party agreements

Compensation

- Competitive salary and benefits will be commensurate with experience and qualifications

Organizational Leadership

- Provide oversight, leadership, and guidance to the Council, Registrar, membership and staff
- Is culturally sensitive and conveys confidence and professionalism
- Foster employee engagement and empowerment
- Demonstrate a solid understanding of policy development and financial management
- Judiciously authorize and execute contracts, agreements, and commitments as may be necessary to carry out the goals and objectives of the organization

College Representation

- Ensure the College processes are transparent and fulfill the legislative and regulatory requirement's mandate to serve and protect the public
- Triage complaints to the applicable College representative
- Assist in licensing and regulating practicing optometrists

Financial Management

- Possess the ability to develop an annual budget and analyze and interpret financial data
- Oversee the financial affairs of the Association adhering to the annual budget, monitoring monthly financial statements and forecasting expenses
- Knowledge and experience in processing payroll, GST returns, and CRA reporting

Council and Volunteer Engagement

- Ensure Council is kept informed on operations and industry influences
- Develop agendas and materials for Council and committee meetings

- Confidently execute and implement decisions of Council
- Well versed in proper board governance

Government and Industry Relations

- Successfully develop strategic relationships with elected officials and industry partners
- Arrange and lead discussions with government and stakeholders that advocate for and advance the profession of optometry in Manitoba

Strategic Plan Implementation

- Guide and implement the strategic goals and objectives of the Association
- Ability to lead a team to achieve the Association's mission, strategies, goals and objectives
- Ensure directions of the Association are positive and relevant to the stakeholders

Executive Director Profile

The ideal candidate will be a confident, compassionate leader. The individual will bring a variety of experience and attributes including:

- Excellent communication skills, including the proficiency to clearly discuss and triage patient inquiries and complaints
- Is respectful, honest, transparent and ethical
- Entrepreneurial and innovative with the ability to work effectively in collaboration with others as well as individually
- Ability to build and cultivate lasting relationships
- Insightful with a vision to identify and anticipate trends in optometric care and Association management
- Understands the importance of developing and executing a strategic plan
- Knowledge of legislative process and is comfortable interacting with legislators
- A quick and positive thinker able to synthesize complex issues and information
- Goal orientated and committed to meeting deadlines
- Comfortable speaking in front of large groups

Qualifications

- Bachelor's degree or higher with a preference for an advanced degree or a Certified Association Executive designation or equivalent experience
- Minimum of 5 years of senior management or administrative experience
- Strong written and verbal communication skills – attention to detail is a must

Preference will go to an individual with:

- Management experience – must be a team player
- Financial acumen including preparing budgets, accounting etc.
- Experience with government relations and negotiations
- Demonstrated ability to multitask and delegate
- An approachable, calm but confident presence

If you believe you can make a strong contribution to the MAO as **Executive Director**, send your cover letter, resume, and salary expectation to agvandam@optometrists.mb.ca before October 24, 2024.

