

Chief Executive Officer (CEO) Job Search

Chief Executive Officer

Reporting to the Board of Directors

Summary

The Parliamentary Centre is recruiting a new Chief Executive Officer to start in October 2019.

The new CEO will be an experienced and dynamic leader who will effectively position the Parliamentary Centre as a world leader in democratic governance. He or she will create a sustainable capital base by establishing key long-term stakeholder relations to implement projects, including those funded by international organizations and the Canadian government. He or she will have superior communication skills with proven ability to promote the Parliamentary Centre as a thought leader.

The Parliamentary Centre is a Canadian not-for-profit, non-partisan organization that has supported parliaments for the past 50 years in more than 70 countries. Our assessments, strategic plans and training programs, combined with research products and networking channels, help legislatures domestically and internationally measure their performance, build capacity, tackle key issues and promote mutual learning.

Core Competencies

- Strong leadership skills, with ability to manage, collaborate with and engage individuals and teams
- Strong financial skills, with ability to create a capital base and a sustainable funding strategy and with proven fundraising skills
- Superior verbal and written communication skills, with ability to effectively represent the organization and to effectively use social, new and traditional media to promote it
- Highest standards of corporate ethics, including integrity, respect, transparency, diversity and gender equity
- International experience in business or diplomacy, and awareness of cultural sensitivities with solid negotiation and conflict resolution skills

Job Duties

The CEO is directly responsible for the vision, strategic planning, development and implementation of the operational plan and the performance management to gauge success. Internally, the CEO focuses on the ongoing improvement of the organization's business model to ensure maximum productivity, revenue generation, and fiscal health. Externally, the CEO is responsible for establishing key long-term relationships with senior Canadian and foreign government officials, parliamentarians, business leaders, journalists, academics, and thought leaders to enhance visibility, secure funding of projects and create a sustainable capital base. Specifically, the CEO will:



Parliamentary Centre
Le Centre parlementaire

- Provide financial leadership by supervising the management of budgets, forecasts, and long-term financial plans, ensure corporate adherence to annual budgets and facilitate third party auditing
- Direct, collaborate with and mentor employees and project teams while facilitating resolution of issues or problems
- Develop and maintain effective relationships with senior Canadian and foreign government officials, peer organizations, business partners and other stakeholders
- Remain current with relevant legislative and policy developments in Canada and partner countries
- Develop, implement and sustain a successful fundraising campaign
- Develop, implement and sustain a successful promotional campaign in traditional, social and new media
- Establish the Parliamentary Centre as an internationally recognized thought leader and a reference in democratic governance
- Monitor performance of both short and long-term tactical and strategic plans in accordance with the organization's goals and objectives and implement redress action as required
- Report regularly to the Board of Directors on the organization's success in achieving strategic, fiscal and operational objectives

Requirements

- University degree
- Minimum of 5 years of experience in executive positions
- Demonstrated experience managing key constituent relationships, including clients, partners, Canadian and foreign government agencies, media and the private sector
- Demonstrated strategic and analytical thinking, planning, and execution skills
- Superior communication skills
- Fiscal management experience
- Fluency in English and French. Additional language ability a strong asset

Working Conditions

- Travel and overtime as required

Remuneration

- Salary commensurate with experience and qualifications.

Expressions of Interest: Please provide a cover letter and curriculum vitae to Lola Giraldo at lola.giraldo@parl.gc.ca by April 14, 2019
