

**Are you a passionate Social Worker?**

**Are you empathetic, visionary and a value-driven leader?**

**Do you want to take your career one step further and enhance social work practice in Alberta?**

**If the answer to all questions is yes, check out this career opportunity!**

### **About SWAA**

The Social Workers Association of Alberta is a recently formed Alberta Association with a three-part mandate: promote and advocate on behalf of the social work profession in Alberta; connect members and provide services and support with resources to help members achieve professional excellence; and promote and support the advancement of social justice.

Reporting to the Board of the Social Workers Association of Alberta, The Executive Director (ED) provides essential leadership in co-creating and advancing the association's mission and vision, strategic plan, membership engagement plan, and association culture. The ED develops and fosters key stakeholder relationships. The ED is tasked with the day-to-day operation and management of association business, including planning, organizing, facilitating, and directing all association operations in compliance with association policy and in partnership with association members. The ED is responsible for collaborative and supportive people management, including working with member volunteers and committees.

### **Key Responsibilities:**

#### ***Strategic Direction***

- Implements the vision, mission, guiding principles, values, policies, and strategic plan of SWAA
- Ensures operational decisions are in alignment with the vision, mission, guiding principles, values, policies, and strategic plan of SWAA.
- In collaboration with the board, this role is responsible for the development and implementation of the multi-year strategic plan for SWAA which includes:
  - Organizational growth strategies
  - Membership engagement and development
  - Branding, marketing, and communications
  - Social advocacy efforts
  - Promoting the Social Work profession
- Ensures the strategic planning process uses a targeted, intentional, and thoughtful approach

#### ***Create and Sustain Association Culture***

- Ensures SWAA members have valuable opportunities to take part in association activities

- Gives members a strong voice in speaking for the profession and advocating for social justice issues
- Presents SWAA as a professional, healthy, strong, and unified voice for social workers in Alberta

### ***Collaborative and Strategic Stakeholder Relations: Board, Membership, Partner Organizations***

- Cultivates and maintains strong and positive relationships with potential supporters, and other stakeholders and finds pathways for future collaborative working relationships
- Develops foundations for strong and positive relationships to realize the association's mission while building revenue for the Association into the future
- Supports the board in their work to engage and involve strategic partners in enhancing and elevating the Association's mandate
- Support the board in their identification, cultivation, solicitation, and stewardship of current stakeholders and partners to SWAA
- Promote and manage partners, vendors, and affiliate programs for the benefit of members
- Ensures the Board of Directors has all relevant and current information for its consideration
- In partnership with the Board President, navigates and contributes to healthy boundaries between governance and operations
- Provides strong and clear communication through established written reports to the Board in addition to verbal reports and discussions at regular board meetings
- Communicates with the Board of Directors in a timely manner to present the work accomplished or any challenges experienced in implementing the strategic plan
- Oversee the identification, recruitment and on-boarding of any new board members, and the celebration and recognition of any outgoing members
- Leads the creation and implementation of a board engagement strategy to bring structure and transparency to all the Board's activities and achievements, and to deepen the collective skills and knowledge required to help increase overall success

### ***Membership and Volunteer Engagement***

- Ensures the plan to engage and involve membership employs comprehensive strategies and approaches to include generally underrepresented groups (Indigenous social workers, Black social workers, other social workers of colour, rural social workers, etc.) in meaningful participation with the association
- In collaboration with committee chairs, oversee the creation and management of all committees to help advance strategic priorities related to membership, profile awareness and program delivery

- Operationalize a collaborative governance structure with board members, committees and members at large

### ***Financial Integrity***

- Reporting to the board acts as the key oversight and financial control of the organization
- Prepares and controls the annual operating plans to align with the strategic plan
- Leads all financial and fundraising reporting for all key stakeholders, including the Board, other volunteer committees, members, and the public (e.g. impact reports, website)

### ***Operations Management***

- Leads and oversees special projects (annual conference, etc.) on time and within budget
- Effectively manages relationships with vendors
- Develops and oversees the Association budget and works with key stakeholders (including auditors) to ensure effective management
- Ensures the Association builds internal capacity to properly prioritize, plan, resource and execute the annual plan, ensuring the Association policies, processes and procedures are in place to support effective operations
- Develops and manages the Association's infrastructure platforms, including email, collaborative tools, membership, financial, etc.

### ***Risk Mitigation***

- Oversees legal, regulatory, and professional requirements for the association
- Ensures that organizational practices are in compliance with all regulatory and legal standards
- Oversees organization finances and clearly and immediately communicates to the Board President or delegate Board Member any financial exposure that has potential to cause harm

### ***Communication***

- Implement a strategic communication and engagement plan
- Receive requests for information and application
- Collaborate and support leadership and coordination for committees and interest groups that develop from member interests

### **Qualifications:**

- Meet the requirements to be a member of the Social Work Association of Alberta and the Alberta College of Social Workers
- Completion of a bachelor's degree in social work, preferably at the master's level

- Passionate about Social Work and serving the needs of Alberta Social Workers
- Strategic Thinker
- Board collaboration experience
- Previous Executive Director or Senior Leadership Experience
- In-depth knowledge of Equity, Diversity, Inclusion, Decolonization, and Anti-racism
- Experienced in financial statements and budget administration

We'd like to thank all candidates for their interest, however, only shortlisted candidates will be contacted for the interview.

Job Types: Full-time, Permanent

Pay: Up to \$125,000.00 per year

Schedule:

- Monday to Friday
- Weekends as needed

Work Location: In person

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