

Director of Corporate Services, Advantage St. John's St. John's, NL

Advantage St. John's is seeking an experienced and detail-oriented Director of Corporate Services to lead the financial, legal, and human resources functions of the agency.

The Organization

Advantage St. John's is a newly established economic development agency serving the City of St. John's, Town of Conception Bay South, and Town of Paradise. Our mission is to drive economic growth by attracting investment, talent, and businesses to Newfoundland and Labrador's capital region. We are committed to fostering transparency, collaboration, and innovation across multiple sectors.

The Role

Reporting to the Chief Executive Officer, the Director of Corporate Services will be a critical part of our small, dynamic team, helping to ensure the effective use of municipal resources and compliance with legal and regulatory requirements. They work closely and collaboratively with the CEO, the Director of Economic Growth, and in partnership with the Board of Directors to develop corporate strategy and navigate the business landscape, positioning Advantage St. John's within the region for long-term success and stability. The Director is responsible for the corporation's financial reporting and performance, human resource strategies, and information technology. They are responsible for the development and implementation of innovative operational and fiscal policies, procedures, and practices with a goal of achieving operational effectiveness and efficiencies. The Director is also the primary property manager for the corporate office space.

Key areas of oversight and responsibility are:

Financial Management: Oversee the agency's financial operations, including budgeting, forecasting, and reporting to ensure the responsible management of public funds and resources.

Human Resources and Legal Oversight: Manage human resources activities, including recruitment, onboarding, performance, and policy development, while ensuring compliance with legal and regulatory requirements, such as ATIP requests.

Process Development: Build and implement financial, HR, and operational processes that enhance efficiency and accountability within the organization.

Partner Engagement: Work closely with municipal and government partners to optimize the use of resources and report on the agency's financial health and progress.

Data-Driven Decision Making: Implement KPI tracking and other performance metrics to demonstrate the value and impact of Advantage St. John's initiatives to municipal partners and the public.

The Ideal Candidate

As the ideal candidate, you are an experienced financial and operational leader who can develop systems that align with strategic vision. You are an entrepreneurial leader who thinks outside of the box, with exceptional leadership, communication, interpersonal, and organizational skills. An engaging leader capable of building trust with constituents, you are invested in the success of the region and each of its municipalities, along with the Advantage St. John's organization. You are a confident leader that does not shy away from managing conflict in healthy ways, and you work hard to hold space for difficult, but necessary, conversations. You have demonstrated success in leading continuous improvement, building policies and procedures, and making sound decisions. You have the ability to absorb chaos and project calm as you respond with flexibility and agility to new challenges.

Qualifications and Experience

While the Search Committee recognizes that no one candidate is likely to meet all qualifications in equal measure, those listed below are desirable and will be used to compare candidates.

- A CPA with at least 7 years of experience in financial management, with a strong background in public sector or non-profit environments.
- Experience developing and implementing financial and operational processes that improve efficiency and accountability.
- Experience managing HR functions, including recruitment, employee relations, and policy development, with a focus on creating an inclusive and positive workplace culture.
- Strategic thinking and foresight with demonstrated success designing strategies and implementation plans in a professional setting.
- Excellent problem-solving skills and the ability to manage multiple priorities and deadlines.
- Decisiveness combined with a facilitative style and the ability to effectively communicate decisions.
- Excellent communication skills – able to seamlessly translate complex information for different audiences.
- Exceptional relational skills, able to quickly build trusting relationships.
- A curious spirit with integrity, creativity, and sound judgment.
- A detail-oriented, analytical thinker.
- A “pitch in” kind of leader who supports and empowers their team.
- As an ambassador for the region, this role will include travel to national and international conferences and business meetings a couple of times per year.

Why You'll Love It Here

Collaborative Culture: Work in a supportive environment where teamwork and transparency are key values.

Impactful Work: Play a critical role in building a foundation for long-term economic success in the St. John's region by ensuring the responsible management of resources.

Professional Growth: Join an organization that values continuous learning and development, with opportunities to attend national and international conferences and trade shows to stay on the cutting edge of your field.

Advantage St. John's is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities/racialized people; and people with disabilities.

We will provide support and accommodations to applicants with disabilities, upon request. If you need accommodation in order to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or communicate your needs to the recruitment professional named in the job description.

If you are interested in this opportunity, contact Michelle Doyle at mduoye@kbrs.ca or Dr. Jennie Massey at jmassey@kbrs.ca or submit your full application package online at: <https://www.kbrs.ca/Career/18400>