

Executive Director - Economic Developers Association of Canada (EDAC)

Founded in 1968, the Economic Developers Association of Canada (EDAC) is Canada's national organization of economic development professionals. EDAC enhances professional competence, promotes economic development as a recognized profession, and supports its members through certification, education, and networking. EDAC administers the Ec.D. (Certified Economic Developer) designation, hosts an annual national conference, and delivers ongoing professional development programs.

Reporting to the EDAC Board of Directors, the Executive Director (ED) serves as the principal staff leader of EDAC, responsible for executing the strategic direction set by the Board of Directors and ensuring the efficient operation of the association. This includes strategic planning, governance support, financial stewardship, membership growth, professional development programming, partnership engagement, conference planning, and public representation.

Primary Responsibilities

1. Strategic Leadership and Governance

- Collaborate with the Board to develop, update, and implement EDAC's Strategic Plan.
- Ensure that all operations, programs, and policies align with EDAC's mission, vision, values, and strategic goals.
- Provide advice and administrative support to the Board, Board President, Executive Committee, and authorized Board committees.
- Maintain effective governance practices and ensure compliance with the EDAC By-laws and policies.
- Coordinate annual Board reviews, strategic retreats, and special meetings.

2. Organizational Management

- Manage all aspects of EDAC's operations, including staffing, systems, leases, and technology infrastructure.
- Hire, supervise, and manage EDAC employees and contractors.
- Maintain accurate and updated records including membership databases, mailing lists, and all association files.
- Maintain all EDAC-owned properties, both physical and digital, ensuring their proper use and safekeeping.
- Administer all employment-related bookkeeping and government remittances.

3. Financial Oversight

- Act as a signing officer for EDAC.
- Oversee all financial transactions, budgeting, reporting, and audits.
- Ensure deposits, receipts, and invoicing are properly recorded and reported.
- Ensure approval and disbursement of expenses and accounts payable.
- Manage EDAC's financial accounts in a manner satisfactory to its auditors.
- Review financial performance with the Board and recommend necessary adjustments.

4. Conference Planning and Management

- Serve as Annual Conference Coordinator, responsible for full logistics, budgets, and execution.
- Coordinate with Executive Committee and Conference Chair on the educational and professional development components.
- Manage all aspects including registration, logistics, sponsorships, awards, entertainment, field tours, spousal programs, and translation services.
- Facilitate judging and presentation of the Marketing Canada Awards and EDAC Awards.

5. Professional Development and Certification

- Oversee the Ec.D. designation process in collaboration with the University of Waterloo and other institutions.
- Develop and implement new education programs, workshops, and webinars based on member needs and trends.
- Maintain strong relationships with professional development partners.

6. Membership Engagement and Growth

- Design and implement membership retention and recruitment strategies.
- Respond to member inquiries and promote EDAC's value proposition.
- Develop new member benefits and networking opportunities.
- Maintain and update the annual membership directory and member communications.

7. Communications and Public Relations

- Serve as EDAC's primary spokesperson and media representative.
- Develop and implement EDAC's communications strategy including newsletters, website, and social media.

- Promote EDAC's brand and its contributions to the economic development profession across Canada.
- Coordinate publication of EDAC newsletters and announcements.

8. Partnerships and External Relations

- Build and maintain relationships with federal, provincial, and municipal governments, educational institutions, private sponsors, and affiliated organizations (e.g., CANDO, IEDC).
- Represent EDAC at national and international events.
- Identify and pursue sponsorship opportunities and strategic collaborations.

9. Reporting and Evaluation

- Provide monthly updates and annual reports to the Board.
- Conduct annual staff evaluations and support Board-led reviews.
- Track performance indicators for membership, finances, programming, and stakeholder engagement.

10. Other Duties

- Fulfill other responsibilities as assigned by the Board President or authorized committees.
- Support the development and implementation of advocacy strategies.
- Monitor trends in the field to ensure EDAC remains responsive and forward-thinking.

Qualifications

- University degree in public administration, business, economic development, or related field; graduate degree or Ec.D. designation is an asset.
- Minimum 5 years of senior leadership experience, preferably in a not-for-profit or association context.
- Strong knowledge of Canadian economic development policy, practices, and networks.
- Demonstrated experience in board governance, strategic planning, and financial oversight.
- Excellent written and verbal communication skills; bilingualism (French and English) is a strong asset.
- Experience in sponsorship development and stakeholder relations.
- Ability to work independently and collaboratively across time zones.

Compensation and Benefits

- Salary Range of \$90,000 - \$120,000
- Comprehensive benefits package
- Remote work environment with required travel

**To apply please email cover letter and resume to Amanda Doughty at
amanda.doughty@hrbg.ca**

EDAC is committed to diversity, equity, and inclusion. We welcome applications from all qualified individuals.