

Executive Director

Role Summary:

As the Executive Director, you will serve as the primary advisor to the FPEIM Board and be responsible for implementing board decisions and the organization's strategic vision. Reporting directly to the Board, you will lead and manage all facets of the organization, ensuring alignment with its mission, goals, by-laws, and policies.

This is a pivotal leadership role requiring strategic thinking, operational management, and a deep understanding of municipal government. You will oversee member relations, program delivery, government relations, and policy development, while also serving as the face of FPEIM in dealings with external stakeholders.

KEY RESPONSIBILITIES:

Leadership and Governance

- Act as the key advisor to the Board of Directors, providing guidance, insight, and information necessary for effective governance.
- Lead the strategic direction of the organization, ensuring alignment with FPEIM's mission, vision, and goals.
- Build and foster a positive organizational culture through inspirational leadership and a collaborative approach.

Operational Management

- Manage day-to-day operations, including financial oversight, administrative functions, and staff management.
- Prepare or oversee the preparation of agendas, briefing notes, reports, and other documents to support decision-making.
- Develop and execute effective advocacy strategies and policies reflective of the needs of municipal governments in PEI.
- Oversee program delivery and evaluate the effectiveness of services offered to member municipalities.

Stakeholder Engagement

- Act as the liaison between the Board, government agencies, departments, and other stakeholders.
- Represent FPEIM to external stakeholders, advocating for member municipalities and advancing their collective interests.

- Build and maintain strong relationships with member municipalities to foster engagement and collaboration.

Policy Development and Advocacy

- Monitor and assess trends, legislation, and policies impacting municipal governments.
- Develop and implement advocacy initiatives to influence government decisions and promote the interests of members.
- Ensure clear and consistent communication of organizational positions and initiatives.

Human Resources Management

- Recruit, train, mentor, and evaluate staff in accordance with organizational policies.
- Foster a work environment that promotes growth, collaboration, and accountability.

ABOUT JOB

Education and Experience

- A degree in public administration or business administration is desirable; or relevant relatable experience.
- Experience in municipal government, non-profit leadership, or a related environment.
- Proven track record in strategic planning, advocacy, and organizational management.
- **Salary: \$85,000 - \$105,000 per year**

Skills and Competencies

- Strong leadership and interpersonal skills, with the ability to inspire and influence.
- Expertise in municipal administration, legislation, planning, and finance.
- Exceptional communication skills, both written and verbal.
- Financial acumen, with experience in budget preparation and management.
- Strong problem-solving and decision-making abilities

To Apply, submit:

- A Resume and A Cover Letter highlighting your relevant experience(s) and qualification(s).
To: recruit@islandrecruiting.com

NOTE:

- Only Qualified candidates will be contacted. Thank you.
Application Deadline: 23rd February 2025