
Job Description: Executive Director

A. IDENTIFIERS

Employee: _____

Signature: _____

Date: _____

Reports to: President

Accountable to: Board of Directors, Association of Regulated Nurses of Manitoba

Signature: _____

Date: _____

B. JOB SUMMARY

The Executive Director of the Association of Regulated Nurses of Manitoba (the Association) reports to the President and is accountable to the Board of Directors for the successful implementation of the Association’s mission. This is achieved through effective leadership and management of operations in alignment with the strategic goals and priorities established by the Board. The Executive Director is also responsible for building strategic partnerships and relationships with key stakeholders; advancing the Association’s goals, priorities, and impact within the health sector and beyond; and ensuring effective and timely communication with members and stakeholder groups. The Association operates as a fully remote organization, with all employees working within Manitoba.

C. EDUCATION, EXPERIENCE AND SKILL/COMPETENCY REQUIREMENTS

- Active registration, licensure, or certificate of practice with a Canadian nursing regulatory college (e.g., CRNM, CRPNM, CLPNM).
- Minimum of five years’ experience in operational leadership and management.
- Sound knowledge of the nursing profession and the multifaceted roles and practice settings within Manitoba.

- Significant experience in budget development and financial management.
- Experience working with and reporting to a not-for-profit Board of Directors.
- Experience working within a member-driven organization.
- Experience working with Indigenous individuals and communities in a spirit of reconciliation and progress.
- Demonstrated ability to initiate, build, and sustain effective partnerships with multiple stakeholders, including members, media, government, and community and health partners.
- Demonstrated experience in:
 - Operational plan development and execution.
 - Analytical thinking and problem-solving.
 - Using technology and providing oversight to staff in a remote team environment.
 - Articulating complex ideas in a clear, understandable manner.
 - Delivering both formal and informal presentations.
 - Advancing a positive and productive workplace culture aligned with the mission, vision, and values.
- Proficiency in an additional language is considered an asset.

D. KEY ACCOUNTABILITIES

Key Accountabilities	App % of Time
<ul style="list-style-type: none"> • Operational Oversight - Leads the operational efficiency and effectiveness mandate of the Association, including all administrative functions, special projects, and related evaluation and monitoring activities. Translates organizational strategy into annual operational business plans. Drafts policies as directed by the Board for its approval and develops procedures to implement organizational policies. Reviews existing policies and recommends revisions to the Board as appropriate. Establishes and nurtures an effective organizational structure that supports excellence, accountability, and transparency, including determining paid and volunteer staffing requirements for organizational management and program delivery. Inspires and mobilizes the organization’s talent through effective people practices, including attracting, engaging, and developing a high-performing team; fostering a culture of continuous learning; and championing an organizational culture that enables engagement in support of both business objectives and desired Association outcomes. 	25%

<ul style="list-style-type: none"> • Member Relations - Champions and fosters positive, effective communication and relationships with members, the Board, and staff. Develops and implements a communications plan that clearly articulates the vision and goals of the Association both internally and externally. Serves as a spokesperson for the Association in collaboration with the President. Represents and promotes a positive, proactive image of the Association. Develops, supports, and participates in provincial and national networks, committees, and coalitions with nursing and other partner organizations to advance the Association’s strategic and operational priorities. 	25%
<ul style="list-style-type: none"> • Fiscal Stewardship and Risk Management - Leads the management of the Association’s financial matters, including preparing, recommending, and monitoring the annual operating budget. Champions prudent expense management principles and oversees the Association’s financial reporting to the Board and members. Identifies and evaluates risks to the organization’s people (members, staff, management, and volunteers), property, finances, and goodwill, and develops and implements measures to mitigate these risks. Informs and advises the Board on risk-related matters. 	20%
<ul style="list-style-type: none"> • Leadership of the Association’s Advocacy Efforts - Leads the Association’s public and professional advocacy initiatives. Consults with members, the nursing profession, government, regulatory bodies, and other relevant professional groups, and advocates with the provincial government and its departments for policies that support nurses and promote public health. 	15%
<ul style="list-style-type: none"> • Strategy - Collaborates with the Board in developing the organizational strategy in alignment with the Association’s governance structure, principles, policies, and its vision, mission, and values. Monitors trends and developments in nursing and health care at the provincial, national, and international levels. Recommends new and innovative approaches to enhance the performance and reputation of the Association and the nursing profession. 	15%

E. COMMUNICATION/CONTACTS/BUSINESS RELATIONSHIPS

Contacts	Purpose of the Communication	Frequency* (D W M O)
Staff	Lead, collaborate, engage, facilitate dialogue, inform, exchange information, support	D
Board of Directors	Provide organizational information and financial data to support decision-making and governance; receive feedback and direction	W

Members	Provide and receive information about the Association	W
Local and national professional nursing associations / partners (e.g., Canadian Nurses Association, Canadian Nurses Protective Society, the 3 regulatory Nursing Colleges, other provincial associations)	Foster and support collaborative relationships and partnerships to advocate for and serve nursing professionals, including supporting ongoing learning and development in nursing practice	M
Community groups, the public, partners, politicians, and other organizations	Provide information, seek insight, collaborate, partner, receive information, and influence outcomes to help achieve the goals of the Association	M
Other professional associations	Foster and support collaborative relationships and partnerships; advocate for nursing and the health of people living in Manitoba	M
Service providers (e.g., auditors, consultants, specialists)	Establish arrangements and contracts to provide services that support the Association's operations and strategic objectives	O
Media	Provide information on the Association and its activities; respond to inquiries and comments; serve as a spokesperson	O

*Daily, Weekly, Monthly, Occasional

F. COMPLEXITY AND PROBLEM SOLVING

The complexity of the Executive Director's work is managed through proactive planning, including the organization's strategy, operational plans, budgets, and risk parameters.

The Executive Director must also adjust plans using critical, strategic, and creative thinking.

G. DECISION MAKING

The Executive Director makes decisions within the parameters established by the Board of Directors.

Decisions are made on complex issues with long-range and strategic implications for the Association, with effects that typically unfold over months or years.

H. LEADERSHIP

The Executive Director provides coaching, guidance, and mentorship to develop the skills and careers of both paid and volunteer team members engaged in diverse and complex work.

The Executive Director leads the integration of resources across multiple strategic partnerships and relationships, focusing on establishing plans and delivering results within a one- to three-year time horizon.

I. IMPACT OF RESULTS

The Executive Director influences the outcomes of the Association by directing and managing organization-wide resources and activities. The Executive Director assumes full accountability for overall organizational results.

J. WORKING CONDITIONS AND EFFORT

Work is conducted remotely.

Flexibility is required to work evenings and weekends to accommodate activities such as Board meetings and representing the Association at events.

The role involves extended use of computers and phones, with the opportunity to take breaks and manage the pace of work.