

*The Board of Directors of the Association of School Business Officials of Alberta invites applications from suitably qualified candidates for the position of Chief Executive Officer.*

## **About ASBOA**

The Association of School Business Officials of Alberta (ASBOA) is located in the City of Edmonton, Alberta. Founded in 1939, the Association of School Business Officials of Alberta is a self-regulating professional association that supports more than 180 members from across Alberta and the Northwest Territories to achieve excellence in school business management. At ASBOA, we support our members in becoming leaders in school business management by connecting them to the tools, knowledge and professional expertise and guidance needed to succeed.

ASBOA, currently under the *Professional and Occupational Associations Registration Act* (POARA), will transition to the *Alberta Societies Act* and is seeking a leader to execute all aspects of this transition.

The **Chief Executive Officer (CEO) of ASBOA** is a key leadership position responsible for the effective regulation, governance, and operation of the organization, ensuring its continued relevance and success in a dynamic environment.

Under the direction of the Board of Directors, the CEO plays an integral role in advancing ASBOA's vision, mission, and strategic priorities. This includes maintaining, fostering, and developing a professional association that supports individuals working in corporate service roles across Alberta's K–12 education sector. The role demands measurable business results, relationship-focused leadership, and a high level of professionalism. These results may include, but are not limited to, member satisfaction, financial performance, program delivery outcomes, and progress toward strategic plan goals.

Working in a model similar to a not-for-profit, a key component of the role is managing limited financial resources while delivering on ASBOA's strategic objectives. The CEO must demonstrate strong fiscal stewardship and ensure all financial responsibilities are met, balancing vision with viability while growing the organization's capacity to meet evolving member and sector needs.

As a dynamic and visionary leader and the Chief Executive Officer of ASBOA, you will possess the following.

### **Professional qualifications and attributes:**

- A university degree in Business Administration, Public Administration, or a related field. A relevant professional designation (e.g., CAE, CPHR, MBA, or equivalent) is considered a strong asset.
- A minimum of five (5) years of senior leadership experience with an association, in government, or non-profit management.
- Possess leadership and management skills, with experience in strategic planning, stakeholder engagement, project management, and service delivery.
- Financial management experience, including budgeting, revenue generation, and reporting. This includes overseeing all revenue and expenditures, ensuring compliance with accounting standards, and managing investments.

- A proven track record motivating individuals and teams, fostering a common vision and positive collaborative culture across the province.
- Experience with event planning and implementation.
- Strong understanding and experience in new service development and professional development programming.
- Highly effective project management, prioritization, organizational, and time management skills to meet deadlines.
- Advanced technology skills, including the strategic use of digital platforms, data systems, and communications tools to enhance operational efficiency and member engagement.
- Excellent communication skills, including internal, presentation and public speaking.
- Policy development experience.
- Strong, ethical and effective work acumen.
- Demonstrated experience with budget management, revenue generation, and reporting.
- Demonstrates an understanding of political forces impacting the organization.
- Builds strong relationships with key influencers and stakeholders.
- Manoeuvres effectively through politically charged situations.
- Experience working in an educational jurisdiction is a definite asset.
- Experience working with membership-based organizations, with proven results in fostering positive member relations, is an asset.

**Other Requirements:**

- A valid police information check
- Eligible for bonding
- A valid driver's license

**Personal Attributes:**

- A member-focused servant leader and effective steward of the organization.
- Self-starter professional with a determined ability to generate and execute on new ideas.
- Operational administrator who anticipates challenges and proactively seeks and structures new solutions.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and proven relationship skills.
- Visionary and solution-focused individual with an entrepreneurial approach.
- Intuitive, approachable, flexible, empathic and open with an inherent drive for results and innovative solutions and approaches.
- Contributes to a culture of high performance and mutual support, fostering collaboration across the organization.

**LOCATION | COMPENSATION | WORK HOURS:**

The ASBOA office is in Edmonton, Alberta. The CEO may work in a flexible, hybrid environment; however, the expectation is that the CEO is available in Edmonton as required to advance the goals of the Association. Travel is required with this position and may be compensated up to an annual maximum.

The gross annual salary for the position is in the range of \$110,000 to \$125,000. Health benefits will be provided.

Consideration will be given to candidates residing outside the greater Edmonton area.

**THE APPOINTMENT**

The position is permanent, full-time. The initial appointment will include one year of probation. Duties will commence no later than November 3, 2025, unless mutually agreed otherwise.

**EXPRESSION OF INTEREST**

To express your interest, you may submit your candidacy via email, along with a cover letter and a detailed resume, in confidence to:

ASBOA CEO Search  
c/o ASBOA CEO Search Committee  
Email: [hr@asboalberta.ca](mailto:hr@asboalberta.ca)

**The application deadline is September 3, 2025, at 4:00 pm MDT or until a suitable candidate is hired.**

**TIMELINES AND APPLICATION REQUIREMENTS**

We thank all applicants in advance for their interest in the Association of School Business Officials of Alberta; however, only those selected for an interview will be contacted.