



**Job Posting: Executive Director, The King's University Students' Association**

---

Starting date: **Immediately**

Application Deadline: **July 5, 2024**

Part time: **25 hrs/week**

Benefits: **Onsite parking, 4 weeks vacation,**

Salary Range: **\$50,000 - \$60,000 per year**

E-mail resume & cover letter to: **sa@kingsu.ca**

**Overview:**

Are you looking for an opportunity to make an impact? Do you want a fulfilling part-time opportunity that is highly flexible for your busy lifestyle? Do you have experience with non-profit organizations? Do you enjoy working in a post-secondary environment with inspiring student leaders? Then this may be an excellent opportunity for you. This unique role offers an opportunity to work for an elected student executive board working to enhance the experience of their fellow students during their time at The King's University. As a small, independent organization from the University, you will help coach and mentor the student leaders each year to achieving their strategic plan and have operational oversight of the association. Reporting to the student Executive Board, the Executive Director provides continuity in this every changing organization.

**Responsibilities:**

- Facilitate and develop annual strategic plan with the executive board.
- Lead and manage a team of part time students to ensure operational excellence
- Oversee budgeting, financial forecasting, and resource allocation.
- Manage the continuous improvement cycle to transition each new executive board
- Collaborate with stakeholders to negotiate contracts and agreements
- Monitor trends and impacts surrounding students in post-secondary
- Manage all legal, corporate and insurance considerations for the association

You will support the work of the student leaders in the areas of the Pantry food bank, student health care program, clubs, student groups, student publications, elections, governance and as secretary to the executive board and general council. You will also supervise the coffeehouse operation and the student team that operates it.

**About the Candidate:**

The ideal candidate will have experience with non-profit associations and the *Alberta Societies Act*, financial management, governance and a passion to work with students.

- Degree or diploma in business administration
- 2+ years of experience in a leadership, management role
- ability to problem-solve and take initiative.
- financial management and budgeting experience.
- excellent interpersonal and communications skills
- an understanding of board governance, students' associations would be an asset.

Join TKUSA as their new Executive Director and be part of a fun and impactful non-profit association.