Executive Director:

Fulltime, Permanent

Deadline: April 30th, 2021

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**Description:**

The PEI Fishermen’s Association is seeking to fill the position of Executive Director for their Charlottetown Headquarters. The Successful applicant will be responsible for the day-to-day operations of the office and management of various files pertaining to the Fisheries sector on PEI. The position will report directly to the President of the association and the Board of Directors. Employment subject to written offer and agreement, salary will be based on qualifications and experience.

**Requirements:**

* University Degree In administration, project management, public relations, or similar field
* Project management/independent work experience
* Excellent and professional communication skills
* 1-2 years Financial management experience
* Budgeting experience
* Experience with staff supervision, evaluation and negotiating collective agreements
* Ability to work independently as well as in a team environment
* Management in, or experience working with and reporting to Boards
* Knowledge of the fisheries sector/industries is an asset, but not required
* Proficiency in Microsoft programs (Word, Excel, Outlook, etc.)
* Knowledge and experience working in the non-for-profit sector will be considered
* Criminal background check is required
* An appropriate combination of the above requirements will be considered

**General Duties:**

* Managing the general affairs of the Association’s headquarters in Charlottetown
* Being an excellent team leader in project management, appropriate decision-making and providing supervision assistance to 5-6 staff members
* Participate in ongoing strategic planning and policy development
* Develop, coordinate, and otherwise assist with the Association’s many projects and initiatives
* Build and maintain relationships with other professional, non-for-profit and community organizations
* Work with government departments continuously
* Prepare the organization’s operational budgets and oversee the organization’s finances
* Provide advice, resources, and support as well as implement Association policy to assist the President and the Board of Directors
* Communicate with Board, Members, Industry, Government, and/or media daily
* Accounting and financial management activities consisting of:
  + Oversight of operational budgets
  + Authorizing expenditures
  + Approving association allocation costs and
  + Fiscal Planning
* Ongoing research of fishing industry issues, standards, policies, and procedures
* Seeking government funding opportunities regularly
* Any and other duties assigned by the Board or President

**Other Duties:**

* Keeping in regular contact with Association members
* Identifying concerns or issues within the Association and its’ communities, and acting to solve issues
* Multi-party stakeholder engagement
* Promoting membership activities, discussion boards and involvement
* Policy development and management
* At times, human resource administration duties
* Working with Maritime fishing communities and organizations

**Interpersonal Skills:**

* Apt decision making
* Demonstrated leadership experience
* Conflict resolution
* Excellent organization
* Professional communication
* Confidentiality
* Strong networking abilities
* Excellent administration skills

**Working conditions**

* Full time, permanent
* Working hours: 37.5- 40 hours per week
* 8:30 AM – 4:30 PM
* Location: Charlottetown, PEI

**Salary & Benefits:**

Salary is dependent upon experience and qualifications. At Our client offers a competitive salary and benefits package, please inquire.

**How to apply**

Please send your cover letter, resume, and salary expectations to [kalie@islandrecruiting.com](mailto:kalie@islandrecruiting.com) for consideration.

For any questions or inquiries about this position, please call 902-367-3799.

***We thank all who apply, but only those accepted for interviews will be contacted***