



Executive Director – Alberta Cannabis Council

Position: Executive Director

Application Deadline: May 23, 2022

Position Start Date: ASAP

Compensation: Salary dependent on experience and qualifications; including performance-based incentives. Flexible working hours and the ability to work from home.

Organizational Status: Part-time work, with the potential of full-time employment pending board review and approval.

Position Location: Remote work, in Alberta (occasional travel may be required).

Supervisor: Alberta Cannabis Council Chair

Position Summary:

The Alberta Cannabis Council is a not-for-profit organization, with the goal of promoting and advocating for the cannabis industry in Alberta. We are currently seeking an Executive Director to manage the day-to-day operations of the organization, and serve as a membership liaison, while also driving new members and advocating on behalf of our members with regulators and the government. This role will likely be the sole administrator for the organization and report directly to the chair of the board of directors.

Responsibilities and Duties

- Overall responsibility for the operations of the organization including finance, operations, reporting, membership acquisition, government relations, and outbound communications.
- Effectively communicate and work with the Board of Directors to ensure that the goals and objectives of the organization are met.
- Complete administration tasks including payroll, expenses, financial records and other written correspondence.
- Liaise with bookkeeper or accountant.
- Lobby all levels of government and gain access to key decision-makers to advance the cause of the organization and address the issues facing the industry; specifically the provincial and municipal governments.
- Develop and maintain positive relationships with external organizations (other NFP's with similar goals, post-secondary institutions and community), stakeholders (members, member companies, government & regulators) and funders.
- Create and implement communication plans with membership.
- Participate in the day-to-day operations of the organization by providing direct support to members.



Qualifications:

- A strong understanding of the cannabis industry, the Federal Cannabis Act, and provincial regulatory frameworks. (perhaps an aptitude for this).
- Post-secondary degree in, or another accredited program (or equivalent experience)
- Understanding of lobbying and government relations.
- Experience in a leadership role.
- Excellent communication, collaboration, organization and networking skills.
- Self-starter with strong problem-solving ability, proficiency in multi-tasking, and sensitivity in handling complex situations.
- Knowledge in budgeting, reading financial statements, program planning and evaluation.

Please include a cover letter and resume in your application.

We thank all applicants for applying but only candidates selected for interviews will be contacted.