

Effective Pricing Solutions Inc. –Executive Officer (EO)

Job Description

Location: Downtown Vancouver, BC

About Effective Pricing Solutions Inc. (EPS)

Effective Pricing Solutions Inc. (EPS) is an alliance of independent living, assisted living and long-term care retirement communities and group homes for seniors across Canada. EPS currently consists of 13 faith based member shareholders representing 66 facilities and approx. 7300 beds collectively. The Alliance was formally launched in May 2011 to provide cost-effective solutions for members through combined purchasing power – enabling mutually-beneficial relationships with a wide range of suppliers. EPS members also benefit from shared resources, networking, professional development and other opportunities.

The organization is seeking an independent, dynamic, innovative and high performing individual with natural relationship building skills who possess a demonstrable track record of building partnerships and relationships as its Executive Officer. The successful candidate will possess the skills and business acumen as well as common-sense judgement and strategic insight to lead the organization towards fulfillment of its philosophy, mission, strategy and its annual goals and objectives according to the strategic direction set by the Board of Directors.

Job Purpose

Reporting to the Board of Directors, the CEO will have overall strategic and operational responsibility for EPS, its mandate, alliance programs, partnership agreements and continued growth and expansion into new and developing offers and partnerships. The CEO will achieve EPS's mandate by leveraging and strengthening existing partnerships, creating new strategic business partnerships, increasing market share for its shareholders in the industry, proactively understanding and sharing with members what constitutes "best practice" and assisting individual members to ascend the value chain. In addition the CEO will actively seek opportunities for its members to increase efficiencies and diminish costs as well as identify opportunities to give back to the community at large.

Primary Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a strategic plan which is underpinned by the organization's vision, mission and mandate
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Officer and between the Executive Officer and staff (as applicable)

- Provide in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Support the strengthening and execution of the Board governance structure and processes
- Establish relationships and collaborative arrangements with community groups and charities as identified by the Board to help achieve the goals of the organization

Operational planning and management

- Develop and implement an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the efficient and effective day-to-day operation of the organization and ensure operation of the organization meets the expectations of the Board
- Identify and evaluate the risks to the organization and implement measures to control risks
- Provide support to the Board by preparing meeting agenda and supporting materials and ensuring that minutes of the Board meetings are circulated within 3 business days of the meeting
- Provide status reports to the Board Executive on a regular basis

Membership management

- Provide strategic and operational support to the recruitment of new members
- Provide onboarding support to new members and continuous support to existing members within the governance framework and mandate of the organization
- Ensure appropriate membership documentation is in place
- Maintain solid working relationships and outreach efforts with the membership with a view to providing value-added support and continuous improvements in programming and service delivery
- Focus on member needs by anticipating, understanding and responding to the needs of members to meet or exceed their expectations within the organizational parameters

Partnership Program planning, execution and management

- Oversee the planning, growth, implementation and evaluation of the organization's partnership programs
- Support proactively the strategic selection and securing of partnerships which will benefit the membership including researching potential partner's strengths and weaknesses
- Analyze and assess the financial viability and profitability of potential new partnerships and continuously evaluate the financial viability of existing partnerships
- Increase and maintain an optimal level of membership participation in the various programs offered by the organization
- Monitor the day-to-day delivery of existing programs to maintain or improve quality and return on investment while ensuring partner accountability
- Establish and maintain a solid working relationship with all partners under the EPS organization and ensure continuous feedback and improvements on service delivery for benefit of the membership

Financial planning and management

- Work with the Board to prepare a comprehensive budget and ensure adequate funding for the operation of the organization
- Administer the funds of the organization according to the approved budget and ensure that sound bookkeeping and accounting procedures are followed
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

- Ensure that the organization complies with all legislation covering taxation and withholding payments

Human resources planning and management (as applicable based on achievement of growth objectives)

- Determine staffing requirements for organizational management and program delivery as appropriate
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Implement a performance management process for staff which includes monitoring the performance of staff on an on-going basis, conducting an annual performance review and coaching and mentoring staff as appropriate to improve performance

Professional Qualifications and Work experience

All candidates' professional qualifications must be demonstrable through previous work experience or equivalent educational credentials

- Minimum of 3 years of progressive management experience in an executive leadership, executive director or equivalent position
- Minimum of 3 years of experience in a partnership or channel management role or experience in the management of retirement facilities where delivery functions were outsourced
- Knowledge of leadership and management principals
- Solid track record of driving business results
- Excellent negotiation and contract management skills
- Exceptional relationship development and relationship management skills
- Strong organizational abilities including planning and program development
- Solid hands on budget management skills including budget preparation, analysis, decision making and reporting
- Ability to interface and engage a diverse base of internal and external stakeholders
- Demonstrated willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Ability to innovate and think outside of the box to address business issues while maintaining the integrity of the organization
- Solid time management and conflict resolution skills
- Ability to work independently and under pressure
- Excellent interpersonal skills as well as strong written and oral communication skills
- Proficiency in the use of technology for the purposes of operating a business

Preferential consideration will be given to candidates who have worked previously with a Board of Directors or other such governing bodies as well as candidates who are familiar with legal aspects of alliance work. The successful candidate may be required to travel on occasion.

Educational Qualifications

Minimum Undergraduate University degree in business, hospitality or a related field

Preferential consideration will be given to candidates who possess a Graduate degree in a related field

Compensation

This is a full time contract position, with a one year term, renewable on an annual basis. Compensation is commensurate with experience may include both a base plus a bonus component.