

## **Executive Director CATNB**

**LOCATION:** New Brunswick, remote work with travel to institutions  
**Two-year funded position**

CampusNB is operated by the Council on Articulations and Transfers of New Brunswick. This is a participatory Council of the Department of Post-Secondary Education, Training and Labour (PETL) of the government of New Brunswick and the only non-governmental association of post-secondary institutions.

CampusNB works to serve learners and students, connect the province's post-secondary institutions on strategic initiatives, speak with a unified voice in the province and internationally, and to ensure connection and mobility for learners from the public and private education sectors to facilitate articulations and transfers.

CampusNB focuses on helping learners access post-secondary education through inter-institutional transitions and effective transferability of courses and/or programs, and the appropriate and effective use of prior learning assessment and recognition (PLAR) to support learners in pursuit of educational and employment opportunities. As part of its operational structure, CampusNB is comprised of three main groups:

**The Council:** a group of all Vice-Presidents Academic of the provinces' public institutions who provide leadership and connectivity and set strategic vision to assist learners and educational access.

**The Operations Committee:** composed of registrars from the participating institutions who provide guidance, expertise, and institutional knowledge on access for learners.

**The PLAR Group:** educational and industry leaders that promotes the appropriate and effective use of prior learning assessment and recognition to support learners.

### **Position Summary**

Reporting to the Council, through the Chair, the Executive Director of CATNB is responsible for the strategic leadership of CATNB, ensuring its future relevance, credibility, and viability. The Executive Director provides CATNB with the leadership required to achieve its mission, and works collaboratively with CATNB's Council, Operations Committee, and various working groups to develop and implement the strategic vision of CATNB, guide efforts of contractors and volunteers, develop strategies and policies related to operations, and identify and pursue new sources of funding.

The Executive Director is a leader and supporter of post secondary education in the province, exploring new opportunities and partnerships with other agencies and organizations (Ex. StudyNB) and builds and fosters formal and informal strategic relationships and partnerships with members, government, provincial hubs, and other organizational leaders to ensure strategic priorities are achieved and to advance CATNB's values and strategic objectives in cross-jurisdictional initiatives.

The Executive Director also represents CATNB and its members domestically and internationally at relevant events and organizations. Internally, the Executive Director provides leadership for CATNB,

setting the tone for the organization, upholding its values, and providing a culture that is conducive to excellent performance.

## **Key Accountabilities**

### **GOVERNANCE & EXTERNAL RELATIONS**

The CATNB Council (Vice-Presidents Academic or equivalent from each member institution) serves as the main policymaking, strategy, and goal setting body for the organization. The Executive Director works with the Council and engages with related organizations to fulfill the organization's mission.

- They will lead CATNB in a manner that supports and guides the organization's mission as defined by the CATNB Council.
- Communicates effectively with the Council and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Develops and maintains relationships with interested parties, associated organizations, contributors, and government.

### **FINANCIAL PERFORMANCE AND VIABILITY**

They will develop resources sufficient to ensure the financial health of the organization.

- Supports Council in securing revenues necessary to support CATNB's mission.
- Responsible for the fiscal integrity of CATNB, to include submission to the Council of a proposed annual budget, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, maximizes resource utilization, and maintenance of the organization in a positive financial position.
- Manages the procurement of services and management of service contracts.

### **ORGANIZATION MISSION AND STRATEGY**

They will work collaboratively with the Council and Operations Committee to fulfil the mission through strategic planning and member outreach.

- Leads the implementation of CATNB's action plans that carry out the organization's mission.
- Guides all strategic planning initiatives of CATNB in accordance with its mandate that will aid in the fulfillment of its mission.
- Increases awareness of CATNB by being active and visible to interested parties and by working closely with associated organizations.
- Identifies and implements new data exchange partnerships.
- Leads the development and implementation of new or expanded services.
- Develops and implements policies, protocols, and practices that support CATNB's goals.

### **RISK MANAGEMENT & COMPLIANCE**

They will work collaboratively with the Council and Operations Committee to educate associated parties about risks, ensure policies are in place to manage risks, and ensure the organization is compliant with all organization and Government requirements.

- Manages the risk assessment and risk management processes, producing reports, and engaging with Council and Operations Committee to ensure awareness and oversight of risks.
- Prepares financial reports in accordance with Government legal and compliance requirements.

- Integrate considerations of risk mitigation within annual budgets and strategic objectives.
- Enforces and informs associated parties of all privacy and compliance requirements.

## **OPERATIONS & PEOPLE MANAGEMENT**

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Oversees the hiring and retention of competent, qualified staff and contractors as required.
- Responsible for effective administration of CATNB operations.
- Reviews, approves, and signs all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Manages the day-to-day operations and maintenance of the collaborative systems – Transfer portal, website, social media, etc.
- Oversees and coordinates access to systems, user permissions, and confidentiality agreements with service providers, as well as monitoring compliance with security measures.
- Responsible for ongoing management of projects, ensuring they are aligned with the defined scope, schedule, resourcing, and budget requirements.
- Leads, and operationalizes, the implementation of approved marketing and promotional plans.

## **Competency Requirements**

The Executive Director has the ability to:

- Establish a shared vision and common goals and create an environment where the organization can achieve them.
- Clearly articulate a practical vision for the future, a credible case for change /enhancement and to influence and inspire others to work as part of a team toward that vision.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions and to increase the overall visibility of the organization.
- Serve as CATNB's primary spokesperson to associated parties, the media and the public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance CATNB's Mission.
- Understand the financial model of the organization and the elements that impact the model and financial performance and sustainability.
- Utilize objective, factual, and valid information from a variety of sources to make informed decisions, understand the potential impacts, and keep all relevant parties informed.
- Exercise good judgement in a complex leadership role characterized by a multi-organization, collaborative environment.
- Maintain confidentiality and exercise tact, diplomacy, discretion, and sensitivity when working with colleagues and the public.
- Resolve conflict and facilitate consensus decision-making with a broad range of high-ranking individuals.
- Other duties as assigned by the Board of Directors.

## **Professional Qualifications**

- Post-secondary credential, preferably at the graduate level in combination with sufficient relevant work experience (7 – 10 years) in roles of progressive responsibility.
- Bilingual and able to communicate effectively in both English and French.

- Five or more years of leadership experience in post-secondary education or a related field.
- Knowledge of New Brunswick's post-secondary education sector.
- Strong understanding of the use of technology related to functions that support user experience and service delivery.
- Experience in strategic business planning, contract management, and financial management, including budget preparation, analysis, decision making and reporting.
- Demonstrated ability to manage complex projects and lead complex change initiatives.
- Experience and skill in working with a board of directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the board, volunteers and associated parties.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Excellent leadership, supervisory, interpersonal and communication (oral and written) skills.
- Broad knowledge and perspectives, adopting a long-term view of organizational strengths, weaknesses, opportunities, and risks in a changing operational environment.

#### **Notes**

- This position, should it be seconded or selected from a member institution, encourages a return position after the initial two-year funding, to the same or other member institutions.

Apply with CV [trishjmcneill@gmail.com](mailto:trishjmcneill@gmail.com) [www.catnb.ca](http://www.catnb.ca)