



Job Description

Executive Director, Construction Specifications Canada

Purpose of Association

Construction Specifications Canada (CSC) is an impartial not for profit professional association relied upon by the construction community in Canada - including manufacturers, architects, specification writers, contractors, and building owners, and suppliers - to exchange construction information, to collaborate, and to develop and provide education on construction specifications and contracts. The association is governed by an Executive Council and Board of Directors, elected by the membership. The membership is comprised of regional chapters across the country, spanning from coast to coast. The CSC is comprised of volunteer-based committees that write specifications and contract documents through their diverse construction subject matter expertise, plan forums for member engagement, collaboration, and information exchange; and, offer educational programming and certifications.

Purpose of Position

The Executive Director is overseen by Executive Council and the Board of Directors of CSC. The purpose of the ED role is twofold:

1. Support and enable the membership, through a volunteer-based governance model, carry out the purpose of CSC; and,
2. Lead the effective and efficient operations and financial position of the association.

Summary of Role

The Executive Director fulfills the role of connector, facilitator, collaborator, and enabler, focusing on building collaborative relationships within the construction community. The role is responsible for creating networks on behalf of the membership across Canada, and engages with professional associations in the construction industry, affiliated organizations, educational partners, and industry sponsors to identify mutually beneficial opportunities to provide education and awareness of construction specifications and contracts and provide opportunities for construction information exchange. The role balances the importance of strategic relationship management with the tactical responsibilities of managing the operations of CSC through two team members, supplemented by third party service providers as required.

The Executive Director displays an executive presence of humble confidence, entrepreneurial thinking, and a creative growth mindset. They are a big-picture thinker and work diligently to maintain CSC's reputation as the trusted resource for the construction community in Canada.

The Executive Director must meet the Canada Not-for-profit Corporations Act criteria for holding the position of director or officer appointed by the directors. A person is disqualified from being a director and therefore officer appointed by directors, if they are:

1. **Under 18 years old:** You must be an adult.
2. **Mentally incapable:** You must be deemed capable of managing your property under Canadian law.
3. **Not an individual:** Corporations or partnerships cannot be officers or directors.
4. **Bankrupt:** Having the status of a bankrupt person disqualifies you.

Key Responsibility Areas

Governance and Strategic Leadership

- Recommend and implement board-approved policy in a manner consistent with the mission, vision and strategic priorities of the association.
- Equip executive council and the board of directors to be successful in their fiduciary duty through timely, accurate and comprehensive reporting.
- Work in consultation with the board of directors and volunteer committees by informing, assessing, and addressing issues that affect the association and/or local chapters, and by supporting individual committee work plans and priorities.
- Contribute to an effective executive council, board and Executive Director working relationship, one that welcomes constructive feedback with the shared goal of advancing the association's vision, effective operation and long-term relevancy.
- Support the board and volunteer committees in informed strategic risk taking and continuous improvement initiatives aimed at anticipating the changing needs of the membership.
- Fulfill all responsibilities assigned, as a member of the association's executive council, as outlined in the association's administrative manual. *

Member Engagement

- Create, communicate and promote a marketable value proposition that raises awareness, builds understanding of member benefits, and attracts a broad array of members from the construction community.
- Ensure the association understands, internalizes, and incorporates equity, diversity and inclusion practices that enable members to fully engage in CSC committee work, educational programs, initiatives and events.
- Maintain a standard approach to managing finances and offering conferences so that consistency of deliverables is experienced by the membership between executive council and board meetings and transitions.
- Empower and equip local chapters to emerge, grow and maintain an attractive value proposition and vibrant presence within regional communities.
- Develop strategies to support chapter sustainability through volunteer development and succession.
- Leverage all media platforms, including social media, and innovative delivery methods to listen to, engage with, and educate both current and prospective members across all spectrums of the construction community.
- Develop specific strategies for building and strengthening relationships with key stakeholders, including international counterparts such as the CSI, schools, colleges, and related professional associations.
- Enhance educational programming, collaboration methods, and construction specifications development in a manner that aligns with the impact of new technologies on the construction industry.

Operational Leadership and Management

- Ensure the execution and successful implementation of strategic plans and goals, including ongoing evaluation and adjustment as necessary.
- Oversee the development of annual operational plans and budgets in support of board-approved annual priorities and projects.
- Monitor financial performance. Analyze and prepare financial reports for presentation to executive council and the board.
- Provide financial guidance and support to volunteer committees in the development of programs and initiatives that align with revenue generation opportunities and budget limitations.
- Manage and oversee company assets, agreements, leases, etc., optimizing financial operations and maintaining sound business practices. Oversee and ensure financial systems and controls are developed and followed to mitigate risk.
- Keep informed of changes to legislation and regulations that potentially impact CSC, and ensure policies of CSC comply with applicable legislation.
- Oversee the management of risk including processes of identifying, mitigating, monitoring and reporting risks to ensure business continuity and compliance.
- Implement human resource policies, practices, systems and processes that attract and retain a highly skilled and competent team.
- Foster a culture of creativity and innovation where the team generates and implements continuous improvements to consistently enhance the member experience.

Stakeholder Development and Partnership

- Serve as the face of the association by actively participating in events in order to continually strengthen strategic partnerships.
- Represent and promote the association through partnerships and participation in meetings and sector committees.
- Assess the need for influential positioning on government matters that will, or have potential to, significantly impact or influence the construction industry.
- Build and nurture mutually beneficial relationships across the various disciplines and sectors of the construction community.
- Network with affiliated organizations to stay informed on industry and environmental trends, changes and emerging issues to inform the strategic plans and priorities.

Qualifications

Education

- A degree in business administration, and a minimum of five years experience in a management role; or equivalent combination of education and progressive management experience.
- Canadian Society of Association Executives (CAE) designation is an asset.

Leadership Qualities

- Honest and transparent
- A strategic, forward-thinker
- Sound decision-maker
- Innovative and creative thinker
- Relationship builder and collaborator
- Seller, promoter, encourager
- Calm, collaborative, diplomatic demeanor

Experience

- Experience working with a volunteer-based board and governance structure with proven ability to operationalize and carry out the board's direction and decisions.
- Evidence of ability to develop relationships and work in partnership with a wide variety of diverse stakeholders in a manner that has resulted in collaborative partnerships and action.
- Experience managing in a not-for-profit organization or professional association.
- Experience applying financial acumen to assess financial position, prepare and monitor budgets, prepare financial reports, and manage the overall financial strength of an organization.
- A proven ability to engage groups and individuals through active listening, responsiveness, demonstrating an ability to understand the needs of others.

Knowledge, Skills and Abilities

- Solid understanding of foundational business functions including finance, marketing and communications, human resources, and information technology.
- Persuasive communication skills (written and verbal), displaying confidence as a public speaker with an expressive style that engages audiences.
- Ability to understand and leverage the power of social media to raise the profile of CSC as a trusted resource for communities that make up Canada's construction industry.
- Understanding of legislative environment and ability to interpret potential impact to CSC constitution, policies, legislative requirements, etc.
- Ability to direct, mentor and coach as primary means of achieving results through others.
- Provide leadership in building awareness of CSC's value proposition and brand.
- Promote, motivate and influence members, chapters, and affiliated organizations to engage with CSC.
- Lead progressive change and evolution of CSC towards continued relevance.
- Ability to embrace the diversity of membership, and create a culture of valued membership, comradery, and a strong sense of belonging and inclusion.
- Emotionally intelligent, with the ability to listen, empathize, understand unique dynamics and situations, and provide appropriate support, guidance or solutions.

*** The following is articulated in the CSC Admin Manual – Part 3 Section 7 Subsection 7.4**

The Executive Director shall be employed on a contract basis with the Corporation with the proviso of termination included in the contract. The term of the contract shall be established by the Executive Council, not to exceed five years. The Executive Director will:

- *Report to the Board of Directors and Executive Council*
- *Be the resident Executive of CSC and represent it within the framework of policies established by the Board of Directors. In matters requiring policy decisions or authority, the Executive Director will ask the President for advice.*
- *Maintain up-to-date information on matters affecting the building professions and trades especially those developments which could be of interest or cause concern to CSC.*
- *Maintain liaison with organizations in the construction industry at a national level as necessary for healthy and profitable mutual exchange of information.*
- *Follow up and expedite Association programs with Committee Chairs; develop details of responsibilities inherent in any appointment; assist Officers, Directors and Committee Chairs in the performance of their duties.*
- *Conduct the routine business of, and manage the Corporation Office, organize the work and direct the personnel; conduct correspondence and act for the Vice-Presidents and Officers of CSC as directed by the President.*
- *Collect and distribute reports, information, documents, references and data required for meetings of Officers and Directors, and for special meetings as directed by the President and Executive Council .*
- *Prepare written up-to-date reports on activities in which CSC is involved and assist the Executive Council by supplying necessary background information.*
- *Represent CSC when requested by the President at a functions, accept speaking and writing engagements for the benefit of CSC.*
- *Provide continuity of procedure and information for elected Officers.*
- *Prepare quarterly statements, and if required, interim financial statements for review by the Secretary/Treasurer.*
- *Prepare minutes of meetings of Executive Council and the Board of Directors for review by the President and the Secretary/Treasurer.*
- *Attend, as a voting member, the regular meetings of the Board of Directors and Executive Council*

Deadline for Submissions of Interest: October 16, 2025

Submit to: searchcommittee@csc-dcc.ca