

## EXECUTIVE DIRECTOR

The Grant MacEwan University Faculty Association (GMUFA) is the academic staff association at MacEwan University in Edmonton, Alberta. The GMUFA is the bargaining agent for the academic staff, which includes teaching faculty, librarians, counsellors, and other academic staff, who have continuing, term, and sessional appointments.

We are seeking to hire an Executive Director. The ED provides leadership and manages the day-to-day operations of the Association.

For additional information on the GMUFA, please check our [website](#).

**Position Title:** Executive Director

**Employment Definition:** Five-year, renewable contract (following 12-month probation)

**Compensation:** \$105,000 to \$155,000 (based on experience) plus a comprehensive benefits package

### Knowledge, Skills, & Abilities

1. Ability to work effectively with elected GMUFA officers, the diverse membership of the Association, University administration, and external contacts.
2. Leadership skills and the ability to develop a collaborative working environment.
3. Ability to deal with bylaws, and policies.
4. Strong communication and organizational skills.
5. Knowledge of labour laws, including grievance, collective bargaining, and job-action processes.
6. Knowledge of the Alberta post-secondary sector and the Alberta public-sector labour environment.

### Responsibilities

1. The day-to-day operations of the Association including:
  - HR planning, staffing, and supervision
  - ensuring member services are delivered effectively and efficiently
  - interpreting the Collective Agreement
  - ensure the scheduling and organizing of meetings, elections, and events
2. Identifying, evaluating, and implementing measures to address risks facing the Association.
3. Providing leadership, professional advice, information, and other support to the Board of Directors and its committees.
4. Establishing and maintaining positive, collaborative relationships with regional and national post-secondary academic staff associations and other institutions' academic staff associations.

## Qualifications

1. Leadership experience, including professional training or adequate, relevant experience working within a bylaws framework.
2. Experience with managing staff.
3. Strong interpersonal skills, excellent oral and written communication skills, the ability to exercise tact, judgement and diplomacy, and a high regard for confidentiality.
4. Excellent organizational, analytical, and planning skills.
5. Capacity to work independently with minimal supervision.
6. Experience in labour relations, collective bargaining and grievance handling, or related fields.
7. Experience preferred in a post-secondary, especially university, setting.
8. Minimum undergraduate degree required.

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**Application Deadline:** May 6, or until the position is filled

**Start Date:** Flexible upon the availability of the successful candidate

**To Apply:** Please submit a statement of interest, your resumé, and the names and contact information of three references to:

**Dr. Bob Graves, President, GMUFA**  
[FAOffice@macewan.ca](mailto:FAOffice@macewan.ca)

*The Association and its members recognize that they work on Treaty 6 territory, the traditional gathering place for many Indigenous peoples. We honour and respect the history, languages, ceremonies, and culture of the First Nations, Métis, and Inuit who call this territory home. As we gather, we also reflect on our own responsibility to this land, to its contemporary stewards, and to the process of reconciliation and decolonization.*

*The GMUFA is committed to the principle of employment equity, is an equal-opportunity employer, and welcomes diversity in the workplace.*