

## **LEADERSHIP OPPORTUNITY**

The Canadian Hemp Trade Alliance (“**CHTA**”) was established in 2003 to represent Canada’s industrial hemp industry. The CHTA facilitates industry development by promoting Canadian industrial hemp and hemp products globally, disseminating information and advocating research. It currently has over 360 members from across the hemp value chain, including farmers, processors, manufacturers, researchers, entrepreneurs and marketers. The CHTA vision is to become the “go to” organization for industry, government, and consumers looking for expertise and insight into Hemp Food, Fibre, Feed and Natural Health Products in Canada, creating a \$1 billion industry by 2023. The CHTA’s mission is to champion a diverse and robust Canadian hemp industry which benefits all stakeholders along the value chain.

## **EXECUTIVE DIRECTOR, CANADIAN HEMP TRADE ALLIANCE**

Working closely with our President, Board of Directors, and membership, our Executive Director is the executive leader of our organization. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, and converting strategy into results. Other key duties include fundraising from private and public sector sources, marketing, and community outreach. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES**

1) Board Governance: Works with board to fulfill our mission.

- Responsible for leading CHTA in a manner that supports and guides the organization’s mission, in alignment with our bylaws and Board Governance Manual.
- Responsible for communicating effectively with the Executive Committee and the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of CHTA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the current financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for revenue generation including developing other resources necessary to support CHTA’s mission and operations
- Establishes and enhances relationships with key provincial and federal funding program administrators to connect the CHTA and the industry with support and resources.

3) Organization Mission and Strategy: Works with board and contractors/staff to ensure that its five year strategy is executed through programs, strategic execution and community outreach.

- Responsible for implementation of CHTA's five strategic priorities to serve its mission.
- Responsible for the enhancement of CHTA's image by being active and visible in the community and by working closely with other organizations.

**4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are efficient and effective.**

- Responsible effective administration and execution of CHTA operations.
- Responsible for the hiring and retention of competent, qualified contractors and staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Actual Job Responsibilities:**

1. Report to and work closely with the Board of Directors on governance, policy, fundraising and communication to increase the overall visibility of the Canadian hemp industry.
2. Respond to inquiries from the organization's members, sponsors, partners, the media and the general public.
3. Planning and operation of annual budget, membership/sponsorship fee collection and federal government grant proposal, grant contracting and project reporting on active projects.
4. Establish and maintain relationships with various organizations throughout Canada and beyond, and utilize those relationships to strategically enhance CHTA's Mission.
5. Establish and maintain a national office for CHTA, from which to co-ordinate CHTA business and manage CHTA contractors and staff.
6. Strategic plan implementation, evaluation and refinement.
7. Facilitate Board and committee meetings, minutes, materials, and events; updates Board manual.
8. Oversee marketing and other communications efforts including the CHTA website, e-Newsletters and social media campaign.
9. Review and approve contracts for services.
10. Other duties as assigned by the Board of Directors.

**Professional Qualifications:**

- A bachelor's degree or appropriate combination of education and experience
- Transparent and high integrity leadership
- Five or more years senior non-profit or industry association management experience
- A minimum of five years related experience in the agri-food industry
- Solid, hands-on, financial management skills, including financial statement and budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Canadian Hemp Industry's strategic future to staff, board, members, sponsors and government partners
- Knowledge of member/sponsor/government relations unique to non-profit sector
- Experience in grant proposal development, contracting and project/financial reporting
- Skills to collaborate with board members, members, contractors and others
- Strong written and oral communication skills, including strong public speaking ability

Compensation will be commensurate with experience and fit with the objectives of the Canadian Hemp Trade Alliance. The position is vacant, and the Board seeks to recruit and engage our new Executive Director by mid-summer 2018. Please send inquiries and applications (CV, cover letter) to [edtemp@hemptrade.ca](mailto:edtemp@hemptrade.ca) by May 31, 2018.