



Position Profile

Executive Director

www.opba.ca

Contact Information:

Kerry Siegel
Managing Partner
kerry.siegel@execsearchalliance.com
416-630-5988

Liz Latimer
Project Consultant
liz.latimer@execsearchalliance.com
416-690-5377

Rachel Hing
Project Coordinator
rachel.hing@execsearchalliance.com
647-477-3982

Siegel Executive Search Solutions Inc. advises the Ontario Public Buyers Association on the basis of an exclusive consulting assignment. The following details should be kept confidential and circulation controlled.

ORGANIZATION

The Ontario Public Buyers Association (OPBA) is a not-for-profit professional association representing public procurement professionals throughout Ontario. Current membership includes 800 procurement professionals working in more than 220 public agencies across Ontario. OPBA promotes the ethical and effective expenditure of public funds and encourages excellence in public purchasing through continuing professional development opportunities, the encouragement of certification programs and through networking among members.

OPBA includes purchasing professionals from local, regional and provincial governments, as well as from school boards, universities, public safety agencies and other entities entrusted with the prudent and responsible spending of public funds. OPBA members manage and/or authorize the expenditure of millions of tax dollars on behalf of these agencies and work at all levels of responsibility in the public sector.

OPBA members are committed to sharing experience, expertise and their dedication to excellence through cooperative efforts, high ethical standards and continued professional growth through education.

OPBA Education Programs

The OPBA's educational program, Principles of Effective Public Purchasing ("Principles"), offers an entry-level certificate program which provides a well-rounded base of information to assist students to understand the public procurement process. This program is accredited with Supply Chain Canada and offers Principles graduates advanced standing towards the Supply Chain Management Professional™ (SCMP™) Designation Program. The Principles program also provides professional development credited hours towards recertification of both the Certified Public Procurement Officer (CPPO)® and the Certified Professional Public Buyer (CPPB)® designations provided by the Universal Public Procurement Certification Council.

In addition to the Principles program, the OPBA hosts additional professional development courses provided by The Institute for Public Procurement ("NIGP") in support of its NIGP-CPP.

OPBA History

Founded in 1958 as the Ontario Municipal Purchasing Agents Association, an arm of the Ontario Municipal Association, the organization became a chapter of the Canadian Purchasing Agents Association in 1969 and was known as the Municipal Purchasers.

In November 1974, at the group's conference in Hamilton, the name was changed to the Ontario Public Buyers Association (OPBA) and became an independent professional organization. Three years later, OPBA affiliated with The Institute for Public Procurement (NIGP) to provide its members with opportunities to obtain a professional designation, becoming NIGP's first Canadian provisional chapter.

On February 18, 1982, OPBA received its letters of patent, incorporating the Association.



POSITION SUMMARY

Position Title:	Executive Director
Location:	Virtual Office (flexible location)
Reports to:	Board of Directors
Reports:	Total team of 1½ full-time equivalents including a Manager of Member Services and a Governance Coordinator

Reporting to the Board of Directors, the newly created position of Executive Director (ED) assists the Board in the development of OPBA's strategic direction and ensures the successful implementation of that strategy. OPBA aspires to expand membership and programming nationally and are looking for an Executive Director who will lead, build and execute on a strategic plan that includes the following key pillars to achieve this goal:

- Elevate the brand of the organization;
- Grow the membership base;
- Provide sector leadership and advocacy;
- Increase quantity, quality and reach of Canadian public professional development programs both in Ontario and across the country and communicate more relevant and timely information to members;
- Continue to build and nurture strategic partnerships;
- Develop a sustainable business model for the organization reflecting the goal of having a national presence.

The ED position is both externally and internally focused. The ED continues to build and maintain relationships with a range of external stakeholders and seeks opportunities for the organization and its members to advance, while at the same time leading a small team, working closely with the Board in carrying out the organization's mission.

The ED works with a wide range of external stakeholders, including Ontario, Federal and Municipal Governments and their agencies as well as partner organizations such as The Institute for Public Procurement (NIGP), Supply Chain Canada and Ontario, Recycling Council of Ontario, L'Espace de concertation sur les pratiques d'approvisionnement responsable (ECPAR), the Canadian Public Procurement Council among others. Internal stakeholders include the organization's 800+ members, its eight-member Board of Directors, advisors and the organization's staff.



RESPONSIBILITIES

The scope of responsibility includes, but is not limited to:

Leadership & Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communication and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize the Ontario Public Buyer Association’s volunteers, Board members, event committees, alumni, partnering organizations and funders.
- Support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Lead, coach, develop and retain the Ontario Public Buyer Association’s contract staff.
- Ensure effective systems to track scaling progress and regularly evaluate program components so as to measure successes that can be effectively communicated to the Board, members and partners.

Revenue Generation & Communications

- Expand local revenue generating activities to support existing program operations and regional expansion while simultaneously retiring debt.
- Deepen and refine all aspects of communications – from web presence to external relations – with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.
- Position the OPBA as the key organization for affiliation and connectivity within the public procurement profession by selling the value of membership and education programs to retain and grow the membership base.
- Work closely with the Board President to represent OPBA externally, sharing with the Board President the duties of spokesperson for the organization.

Planning, Programming & New Business

- Design the national expansion and complete the strategic business planning process for the program expansion into new markets.
- Provide continuing education to meet the evolving scope of public procurement professional needs. This work includes a specific focus on raising the profile, increasing attendance and designing the rollout at a national level of OPBA’s education and programming. It also includes encouraging participation in the OPBA’s annual conference and trade show.
- Build partnerships in new markets, establishing relationships with the potential members, political and community leaders at each expansion site.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.



Board Governance

- Ensure there is a solid governance structure in place and that roles and responsibilities are clear and understood.
- Provide counsel, advice and recommendations on issues and strategies to the Board on all matters affecting the business of the organization.
- Report regularly to the Board on activities of the OPBA and disclose all information relevant to the Board in order to make informed strategic decisions.
- Provide leadership and support of the Board's responsibility to develop and periodically review the governing documents of OPBA.

Stakeholder & Government Relations

- Develop constructive and collaborative relationships with a wide range of external stakeholders involved with public procurement to represent members and the profession well.
- Develop and maintain effective working relationships with Provincial, Federal and Municipal Governments to influence public procurement policy.

CRITICAL SUCCESS FACTORS

Within the first twelve months in the role, the successful candidate will have:

- Demonstrated a good awareness and understanding of public procurement, and the issues impacting the public purchasing profession.
- Gained credibility with internal and external stakeholders, and formed strong working relationships with the OPBA Board, members and stakeholders.
- Developed a business plan to achieve strategic priorities with a focus on revenue generation, diversification, and expansion of new and existing programs to a national audience. This will include marketing plans to elevate the brand of the OPBA.
- Built a positive work culture and environment, provided stability and built strong working relationships with OPBA staff as well as Board Members and volunteers.

Within the first two to three years in the role, the successful candidate will have:

- Diversified and increased revenue streams to the Association ensuring ongoing financial stability (increase measured against the 2019 budget).
- Expanded education offerings to procurement professionals across the country.
- Demonstrated value in membership resulting in an increased number of members, not just in Ontario but nationally.
- Continued to strengthen ties and relationships with additional stakeholders across the country.



KEY QUALIFICATIONS

The ideal candidate will bring the following skills and experiences:

- A solid understanding of professional associations gained through a minimum of ten years of progressive leadership experience in the not-for-profit or a related sector with at least five years in a senior management position.
- Training and demonstrated experience in change management, strategic and long-term planning, organizational development, administrative, financial and operational planning and execution.
- Experience effectively leading and regionally and/or nationally scaling a performance and outcomes-based organization and staff. A demonstrated track record of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Proven skills in program management, evaluation and delivery with the ability to establish and lead successful partnerships in the delivery of services. Unwavering commitment to quality programs and data-driven program evaluation.
- A collaborative, coaching, team-oriented operating style. Ability to build consensus, create a positive, productive work environment, and lead by example with strong interpersonal, coaching and team-building skills. Proven leadership in the management of professional staff and volunteers, conflict resolution and problem solving.
- Excellent verbal and written communication skills with experience in report writing, proposal preparation, policy development, public speaking, stakeholder and media relations. A persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong marketing, public relations and revenue generation experience with the ability to engage a wide range of stakeholders. A proven ability to build and maintain constructive, effective relationships with a diverse and wide range of stakeholders.
- The ability to gather information from many sources and connect the dots to see opportunities and risks for the Association in serving its members, and the leadership skills to help the Association act accordingly.
- Personal experience inspiring, engaging and managing the continual and dynamic involvement of volunteers and providing strategic leadership and good governance practices to volunteer Boards and committees.
- Financial acumen with the ability to read, analyze and manage a budget.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.
- Knowledge of Public Procurement is not required but would be an asset.

EDUCATION

- An undergraduate degree or an equivalent combination of education, training and relevant experience.
- Certified Association Executive designation is a preferred asset.
- Computer proficiency essential.



LEADERSHIP CHARACTERISTICS

Results Orientation & Organization

- Action oriented, entrepreneurial, adaptable and innovative in the approach to business planning. Is well organized and resourceful; effective and efficient in marshalling multiple resources to get things done; exhibits strong drive for results and success.

Relationship Building

- Effective at forging strong personal alliances at all levels both within and outside the organization; is personable, well liked and easily bonds with others; builds solid relationships characterized by mutual respect, loyalty and trust; is open, flexible and adaptable, relating well to a wide variety of diverse styles.

Communication

- Listens well both one-on-one and in groups; listens to not only what is explicit but also what is unstated to achieve a thorough understanding; possesses strong presentation and public speaking ability.

Strategic Agility

- Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; sees and focuses on the big picture but understands the details needed to make informed decisions; can create competitive and breakthrough strategies and plans.

Team Builder

- Leads the building of effective professional and volunteer teams committed to organizational goals; fosters collaboration among both team members and teams; can establish rapport and effective relationships; shares wins and successes; lets people be responsible for their work.

COMPENSATION

OPBA offers a competitive compensation package commensurate with experience.



OUTLINE OF THE SEARCH PROCESS

Executive search requires a process that may not always be visible and transparent to you as a candidate. Below are some of the required steps in a typical executive search process:

- Management Review
- Development of the Position Specification
- Marketplace Research
- Candidate Identification
- Candidate Evaluation and Interviews (telephone and virtual meetings due to COVID-19)
- Candidate assignment
- Reference Checking
- Offer Presentation and Negotiation
- Search Close and Follow-Up

Many people are contacted during the Candidate Identification and Evaluation stages. These steps require co-ordination of many prospects, and multiple client contacts at different levels.

In order to expedite the process, please send us an updated copy of your resume, and help us better understand your background as it compares to the position specification.

By responding to this profile with your resume or details regarding your background, you are authorizing the Siegel Executive Search Solutions to collect and maintain the confidential information necessary for us to assess your candidacy. Distribution of this information is strictly controlled and will be authorized by you in advance. We are committed to protecting the privacy of personal data and will make every effort to comply with national legislation regarding the processing of personal data.

*To explore this opportunity in confidence, please contact
Liz Latimer at 416 690-5377 or liz.latimer@execsearchalliance.com
or
Kerry Siegel at 416.630.5988 or kerry.siegel@execsearchalliance.com*

