



## Action Coalition on Human Trafficking

(780) 474-1104  
PO Box 302 Station Main  
Edmonton, AB T5J 2L6

www.actalberta.ca  
Facebook: ACT Alberta  
Twitter: @actalberta

---

### Action Coalition on Human Trafficking *Executive Director*

The Action Coalition on Human Trafficking (ACT Alberta) is seeking an Executive Director with executive or senior management experience who has demonstrated the successful implementation of strategic planning, and the development of organizational stability.

Established in 2011, ACT Alberta is a recognized leader in the fight to end human trafficking in Alberta. Our rights-based and victim-centered approach informs policy development, advocacy, service provision, and collaboration. Our response relies on building capacity of involved stakeholders, providing education based on evidence, and ensuring adequate protection and support for trafficked persons.

We work out of offices in Edmonton and Calgary, partnering with stakeholders, including all three levels of government, law enforcement, government agencies, NGOs, and other collaborators to lead joint action against human trafficking.

The Executive Director will be responsible for leading and implementing clear strategic direction for all of our objectives, and ensuring long-term stability for our organization. This role includes a focus to build and strengthen existing stakeholder relationships, and financial acumen for both day-to-day function and long-term vitality of ACT Alberta.

#### **Required Competencies:**

- Knowledge of current environment, challenges, and opportunities of human trafficking in the province or country.
- Capacity to develop and strengthen strategic collaborations and stakeholder relationships.
- Financial management of operations; fund development and grant writing experience.
- Experience leading staff teams and working in conjunction with a Board of Directors.
- Proven experience in organizational planning, critical thinking and problem solving in complex situations, and implementation of strategic planning.

#### **Primary Responsibilities and Accountabilities:**

- Develop and implement strategic direction in conjunction with the Board of Directors, including the creation of measurable objectives. Plan and oversee program delivery that meet these objectives. Assess, evaluate, and adapt strategy as needed.
  - Successfully implement fund development initiatives, including grant proposal writing and reporting.
-

- 
- Enhance and build stakeholder relationships and collaborations across the province.
  - Identify and evaluate risks to organization including staff, clients, and volunteers.
  - Inspire and lead ACT Alberta team members with healthy management style to enhance performance.
  - Develop, set, and manage annual budget; oversee day-to-day financial obligations.
  - Improve our evidence-based reporting and identify research needs including the launch of new projects.
  - Act as the primary spokesperson for the organization.
  - Support the our governance board and provide timely information to inform governance decision making.

**Experience and Qualifications:**

- University degree in a related field.
- Executive or senior management experience with demonstrated track record of successful implementation of strategic plans.
- 3+ years of leadership experience establishing and growing collaborative partnerships with service providers and stakeholders.
- Government and stakeholder relations experience and network development an asset, along with corporate/private fund development
- Proven understanding in financial management including annual budgeting.
- Knowledge of not-for-profit governance and operations.

**Application Process:**

Please submit a cover letter along with resume or CV. Applications are accepted until September 30<sup>th</sup> and may close early once a suitable candidate is found. Please send a package attention Search Committee to [board@actalberta.org](mailto:board@actalberta.org). All inquiries to be directed to the email address above. We thank all applicants for their interest in our organization. Only those considered for the interview process will be contacted.