



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 work in policy development, advocacy, front-line service provision, and collaboration is informed by a rights-based and victim-centered approach. 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 implementing clear strategic direction for all of our objectives, while developing long-term stability for our organization. This role includes a focus to build and strengthen existing stakeholder relationships, lead and support our staff team, and develop a long-term fund development strategy.

This position presents a unique opportunity to affect meaningful change through a diverse portfolio of activities. We prioritize work life balance, a healthy organizational culture, and professional development for our committed team of personnel and Board.

Required Competencies:

- Expertise in compelling storytelling and executing proven fund development strategies and grant writing.
 - Proven track record of developing and strengthening strategic collaborations and stakeholder relationships.
 - Experience in organizational and strategic planning, critical thinking and problem solving in complex situations.
-

-
- Financial management of daily operations, and long-term planning.
 - Experience leading staff and volunteer teams, and familiarity with strategic governance.

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, fundraising, and grant writing and reporting.
- Expand and build stakeholder relationships and collaborations.
- Identify, evaluate, and manage risks to organization.
- Inspire and lead ACT Alberta team members with healthy management style to enhance performance.
- Develop, set, and manage annual budget.
- Expand our evidence-based reporting and identify research needs including the launch of new projects.
- Contributes to public policy advocacy; working with government partners to advance ACT Alberta's objectives.
- Act as the primary spokesperson for the organization ensuring consistent external communication.
- Support the governance board and provide timely information to inform governance decision and policy making.

Experience and Qualifications:

- University degree or equivalent experience in a related field.
 - Executive or senior management experience with 5+ years 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.
 - Knowledge of current environment, challenges, and opportunities of human trafficking in the province or country an asset.

Application Process:

Please submit a cover letter along with resume or CV. Applications are accepted until April 30th; applications will be reviewed on a rolling basis. Please send a package attention Search Committee to 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.

ACT Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; Indigenous persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the ACT Alberta mission.