



Canadian Association of Government Finance Officers

Executive Director

PART-TIME CONTRACT POSITION

The **Canadian Association of Government Finance Officers (CAGFO)** is a professional association that has been representing Government Finance Officers in Canada since the 1970's. CAGFO's mission is to promote excellence in government finance and we produce a major annual conference for local and provincial government finance officers in Canada to assist in their training and development. We also provide networking opportunities and a National job posting service for public sector finance officers.

Reporting to the Board, the Executive Director will be responsible for leading the organization, representing it to other organizations, implementing the strategic plan and ensuring long-term sustainability of the association. The ED is responsible for generating revenue through sponsorships and developing the program for the annual conference. Working with the Manager of Operations and Member Services, the ED will ensure that the annual conference and other programs are member focused, relevant, and successful.

The successful candidate will have considerable independence and expected to produce results. They will have a minimum of 10 years progressive experience in administration and/or project management. Experience in Local Government Finance and/or Association Management is essential.

This is a contract position, requiring approximately 600 hours per year, with some months requiring a heavier workload than others. The position is not location specific. The contractor will be required to maintain their own office, complete with all necessary office and communication equipment.

Additional information about CAGFO, as well as a detailed job description of the posting can be found at CAGFO's website: www.cagfo.ca. Interested applicants should email their cover letter and resume to cagfocareers@gmail.com by December 11, 2020. Please reference *Executive Director* in the subject line of the e-mail.