

We have a vision: *Leading Dispute Resolution in Alberta*. The ADR Institute of Alberta (ADRIA) is recruiting an Executive Director (ED). Our mission is to provide leadership and services in Alternative Dispute Resolution (ADR) to our members and to the public. As ED, you lead the liaison between the Board, staff, membership, governing agencies, and the community to advance and execute our strategic plan. Reporting to the President, you will; oversee the execution of ADRIA's strategic plan, the administration of programs, outreach with stakeholders, and advise and report to the Board.

You will understand the current and emerging trends in dispute resolution at a provincial, national, and international level—this knowledge will assist the Board to ensure the strategic plan is relevant. You will demonstrate the vision and skill needed to spearhead and facilitate ADRIA's growth and support consistent and measurable value to stakeholders. As ED, you are a skilled communicator, excelling in managing multiple priorities and deadlines—an Administrator Extraordinaire. You will have a post secondary degree along with five (5) or more years of progressive leadership, preferably in a non-profit organization working along staff and a Board. You have demonstrated experience in developing budgets, monitoring and reporting on financial performance. You will bring your experience in developing and reporting on strategic plans. Rounding off your candidacy for the position is your ability to establish and foster effective relationships with staff, with stakeholders, and organizations. You do not have to be an ADR practitioner to succeed in this position.

Your work week is ideal, 3.5 days per week (0.7 FTE) and there is flexibility in scheduling this time. You will be expected to support and participate in evening and weekend Board meetings. Our office is located in Edmonton; some travel within Alberta would be required as needed. We support working from a virtual office. The compensation is commensurate with experience starting at \$55,000 per annum.

This advertisement will close on March 10, 2023. Initial interviews will be held over Zoom and will take place in late March. Applicants are asked to submit a cover letter along with their resume directly to adria.recruit@gmail.com.

ADRIA is an organization dedicated to promoting, delivering and improving justice and access to justice in Alberta. We have long valued and drawn strength from our diversity as leaders in this field. We strive to respect individuals based on their integrity, knowing we have much work to do. ADRIA is committed to speaking out against racism and discrimination in all its forms and to ensuring our commitment to diversity and inclusion is reflected in our training, policies, and operations. We are dedicated to working with ADRIC and our fellow regional affiliates, our members, clients, colleagues, and all others in the pursuit of justice, diversity and reconciliation.