



## **Internal/External Job posting**

**The Ability Resource Association is recruiting its next Executive Director.**

### **THE ORGANIZATION**

Dedicated to fostering success for people with disabilities, the Ability Resource Association (Ability) has served the Lethbridge, Alberta community for over 70 years. Established in 1953, we are a registered charitable organization focused on providing impactful support and opportunities.

Governed by a dedicated volunteer Board of Directors, the Association operates key services including the Ability Resource Centre, Ability Employment, and related Social Enterprises (i.e. Bottle Depots). The organization focuses on increasing public awareness, providing inclusive services for adults with disabilities, and supporting individuals in developing independence, skills, and preparing for employment.

**Mission:** Ability Resource Association provides opportunities and supports for people with disabilities.

**Vision:** Embrace the Possibilities.

#### **Values:**

Ability's work is guided by a core set of values that shape its supports and relationships:

- **Authentic Relationships**
- **Celebrating Successes**
- **Collective Impact**
- **Courage**
- **Diversity**
- **Health, Wellness and Safety**
- **Positive Attitudes**
- **Meaningful Opportunities**

For further information about Ability Resource Association, please visit our website at [www.abilityresource.ca](http://www.abilityresource.ca)

## **THE OPPORTUNITY**

Reporting directly to the Board of Directors, the Executive Director serves as the Chief Executive Officer of the Ability Resource Association. This role provides strategic and operational leadership across all areas of the organization, ensuring mission alignment, effective service delivery, sound financial management, and adherence to legal, regulatory, and policy standards.

The Executive Director acts as a key ambassador for the Association, fostering partnerships at local, regional, provincial, and national levels to support the Association's goals.

## **RESPONSIBILITIES**

### **Strategic Leadership & Board Relations**

- Leads the implementation of Board-approved policies and strategies in alignment with the organization's mission, vision, and values.
- Organizes and facilitates strategic planning processes involving the Board and Leadership Team.
- Serves as a non-voting ex officio member of the Board and its committees, providing full governance support.
- Provides timely and accurate reports to the Board to support performance monitoring and ensure effective governance.
- Assists in the onboarding and orientation of new Board members to ensure continuity and alignment.

### **Organizational Management & Operational Planning**

- Leads, coaches, and supports the senior management team to ensure high-performing, collaborative leadership across the organization.
- Translates the Strategic Plan into actionable annual operational and business plans.
- Develops internal policies aligned with Board directives and organizational values to guide daily operations.
- Ensures effective succession planning and executive continuity to maintain organizational stability.

### **Financial Oversight & Risk Management**

- Develops annual budgets in alignment with approved business plans and strategic priorities.

- Oversees monthly financial reporting to the Board and ensures annual audits are completed by qualified external auditors.
- Ensures strong fiscal controls, compliance with regulatory standards, and alignment with professional accounting practices.
- Leads risk management planning to identify and mitigate potential organizational liabilities.

### **Program Oversight & Regulatory Compliance**

- Ensures all services comply with government regulations, funding agreements, and established quality standards.
- Aligns services with the Association's registered objects, mission, and strategic priorities.
- Ensures ongoing review and continuous improvement of programs and services to meet community needs.
- Monitors contract performance and fulfills all reporting requirements with government funders.

### **Stakeholder & Community Engagement**

- Represents the Association with community stakeholders, government partners, professional bodies, and other networks.
- Fosters partnerships and advocates for the needs and priorities of the organization and the communities it serves.

### **Organizational Capacity & Talent Development**

- Ensures robust cross-training and succession planning across key management roles.
- Supports a culture of learning, inclusion, and continuous improvement throughout the workforce.
- Promotes organizational health, equity, and accessibility for all staff and clients.

### **TRAVEL**

- Requires flexibility for travel.
- Requires occasional evening and weekend availability to attend Board meetings, events, and partner engagements.

## LOCATION

The Executive Director position is a full-time, salaried executive role based at the Association's main office in Lethbridge, Alberta.

## CANDIDATE PROFILE

The ideal candidate will have a proven track record of working with a Board of Directors and reporting at a strategic level. They will demonstrate the ability to lead teams, manage change, and drive performance outcomes within the nonprofit, healthcare, or social services sectors.

### Education

- A Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Public Administration, Human Services, or Social Sciences) is required.
- A Master's degree is preferred.

### Experience

- Minimum 7-10 years of progressive leadership experience in the nonprofit, community disability services, healthcare, or social services sectors.
- Proven experience working with a Board of Directors and reporting at a strategic level.
- Strong financial literacy, including budget development, reporting, and audit processes.
- Excellent written and verbal communication, public speaking, and relationship-building skills.

An equivalent combination of experience, education, and relevant skills will be considered.

### Competencies

- **Strategic Thinking:** Leads the development of long-term strategies and goals; evaluates impact across the organization.
- **Financial Acumen:** Oversees financial strategy and ensures accountability for financial integrity.
- **Knowledge:** Knowledge of nonprofit governance, provincial and federal funding frameworks, and disability services sector is required.

- **Influence:** Builds alliances, engages stakeholders, and advances organizational goals.
- **Leadership:** Sets direction, motivates others, and builds high-performing teams.
- **Adaptability:** Leads the organization through change and ensures alignment with vision and mission.
- **Decision-Making:** Makes high-stakes decisions balancing data, ethics, and strategic context.

## COMPENSATION

This executive role offers a competitive salary and comprehensive benefits package commensurate with experience.

## HOW TO APPLY

To apply for the role of Executive Director with the Ability Resource Association, please email a cover letter and your resume to: [edabilityresource@gmail.com](mailto:edabilityresource@gmail.com) referencing **Position ID #0126**.

Interviews will begin in March 2026, with hopes the successful candidate will start in May 2026.

Only applicants scheduled for an interview will be contacted.