



Location: Halifax

Executive Director

The **Association of Municipal Administrators, Nova Scotia**, is seeking a new **Executive Director** to join our team.

The Executive Director will take the Board approved Strategic Plan and make it happen! Working with a staff of six professionals, the Executive Director will ensure municipal administration in Nova Scotia is modern and responsive to current issues. The Executive Director will make sure the programs and services offered to AMANS members are building municipal capacity through Nova Scotia and developing the municipal leaders of tomorrow. This role requires a strong leader who can build meaningful relationships with our partners and who will provide the training, mentoring, succession planning, and positive team-based work culture for our team.

Qualifications:

- Bachelor's degree in Administration, Management, or related.
- Minimum of 5 years' experience working with volunteer or not-for-profit organizations.
- Equivalent combination of education and experience will be considered.
- Experience in not-for-profit management or a municipal environment considered an asset.
- Experience working with Boards and Committees.
- Previous experience managing a customer-service focused team.
- Ability to build strong working relationships within an organization and with external stakeholders.
- Excellent verbal and written communication skills.
- Experience in strategic planning, budgeting, and fiscal responsibility
- Previous experience managing and overseeing the delivery of programs and projects.
- Valid Driver's License, to meet travel requirements.

Salary Range: \$93,445 to \$106,468 per annum, commensurate with experience

Deadline to apply: February 19th, 2024

How to apply: Please forward your resume and covering letter to
employment@amans.ca

If you require an accommodation to assist in the application process, please contact Human

Resources at (902) 883-6203.

For more information about the Association of Municipal Administrators, Nova Scotia, please visit our website at <https://www.amans.ca/>

The Association of Municipal Administrators, Nova Scotia, is a not-for-profit professional association dedicated to excellence in municipal administration. It provides a broad range of membership services to approximately 300 members who are municipal government staff across the province. Its mandate is to provide professional development, training and resources and collaborate on issues of interest to municipalities. It is an active organization, with an engaged membership and array of interesting projects, programs and initiatives.