



Animal Health Canada Executive Director

Reports to: AHC Board of Directors

Location: Virtual, anywhere in Canada

Job Overview

Reporting to the Board of Directors and managing a team of 11 – 14 full-time staff, the Executive Director has accountability for the overall operations of Animal Health Canada (AHC), including divisions, government-funded projects, member services, and multiple independent contractors. As chief advisor to the Board of Directors, the Executive Director provides organizational leadership and direction to ensure AHC achieves its strategic goals. A dynamic leader and communicator with the ability to manage divergent opinions within multiple animal health and welfare stakeholder groups, the Executive Director ensures the internal team is well-supported to deliver results. The Executive Director has personal responsibility for fiscal and human resource management, member and stakeholder relations, and achievement of program and project delivery.

GENERAL RESPONSIBILITIES

Leadership: Provides leadership to achieve the AHC vision and mandate.

- Identifies opportunities and needs for AHC to meet the expectations of members and stakeholders.
- Builds strong relationships with stakeholders within federal, provincial and territorial governments, as well as the poultry and livestock industry.
- Identifies potential risks to the organization and takes action to mitigate them, ensuring business continuance.
- Acts as chief advisor to the Board on policy matters, and keeps the Board fully informed on industry, government, and relevant organizational matters.
- Maintains good communication with the Chair, Executive Committee and other Directors.
- Ensures compliance with not-for-profit regulatory and governance responsibilities as required by the *Not for Profit Corporations Act*, AHC's by-laws, policies, and agreements.
- Fosters a trusting and accountable corporate culture, including upholding the AHC Code of Ethics and Conduct and Conflict of Interest policies.

Operations: Responsible for the execution of the strategic plan, including setting direction for the organization to enact the Board's directives.

- Directs and oversees the overall operations of AHC including the delivery of projects, awarding of contracts, human resources, internal communication, the provision of tools and resources for workplace performance and oversight of contractors who provide services to the organization.



- Leads, coaches, and develops AHC's team through goalsetting and accountability for workload and deliverables, and to provide an environment that attracts and retains talent.

Finance: Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- Works with staff to present annual operational and financial plans in-line with the strategic plan and key performance indicators to the Board of Directors for approval.
- Responsible for the development of an annual budget and monthly financial statements.
- Oversight and approval of invoices and payments within the financial policy established by the Board, including signing all notes, contracts, and agreements on behalf of the organization.
- Pursues process improvement opportunities across the organization to increase efficiencies, effectiveness, and performance.

JOB DUTIES

1. Report to and work closely with the Board of Directors to seek their input and decision on policy, securing and managing funds and increasing the overall visibility of the organization.
2. Ensure effective consultation and collaboration with AHC members on AHC activities, initiatives, financial and organizational reports and legal amendments.
3. Plan and prepare materials for the delivery of the AHC Annual General Meeting.
4. Hire, supervise, conduct performance reviews and collaborate with organization staff and contractors.
5. Strategic planning and operational implementation.
6. Planning and implementation of the association's annual budget.
7. Financial and operational planning and reporting.
8. Ensure compliance with not-for-profit legal requirements and bylaws.
9. Serve as AHC's primary spokesperson to the organization's stakeholders, the media, and the general public.
10. Establish and maintain relationships and collaboration with various organizations on the One Health and One Welfare landscape.
11. Engage in, and support AHC staff and contractors in, securing project funding and developing other revenue streams.
12. Oversee communications efforts.
13. Oversee organization of Board and committee meetings.
14. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of AHC.
15. Review and approve contracts for services.
16. Other duties assigned by the Board of Directors.



INDIVIDUAL SUITABILITY

Qualifications:

- Significant demonstrated experience in a leadership role.
- Experience in agriculture and/or food processing and related animal health and animal welfare being an asset.
- Strong business acumen
- Excellent verbal and written communications skills; bilingual in French and English is an important asset.

Knowledge and Experience:

- Work experience or understanding of a regulated, policy and programs environment.
- Experience working with remote, multi-jurisdictional teams.
- Experience managing complex budgets, varied revenue streams, financial reporting, and grants.

Competencies and Attributes:

- Strategic and visionary when setting direction for the organization and advising the Board on policy matters.
- Decisive in making fair and timely decisions on internal and external matters.
- Influential and has strong relationship building skills when proposing collaboration opportunities and developing partnerships with stakeholders.
- Self-motivated individual with the ability to quickly identify common ground, understand the motivation of others and build on those by addressing needs, providing viable solutions and supporting implementation.
- A team player who has experience strategically putting others forward, such as the Board, staff, members, etc.
- Trustworthy with the ability to build confidence through discretion and confidentiality.

Applications must be received by July 15, 2025

For more information, interested candidates are encouraged to contact John Ross by email: ed@animalhealthcanada.ca.