



**CANADIAN GIFT
ASSOCIATION**



PRESIDENT & CEO — CANADIAN GIFT ASSOCIATION

The Canadian Gift and Tableware Association, operating as the Canadian Gift Association, has been at the forefront of the gift and home decor industries in Canada for over 40 years. The 600+ member companies of the association employ approximately 20,000 Canadians in a \$10 billion industry. The organization offers a portfolio of member benefits including discounts on shipping and payment processing and acts as a hub to bring members together with retailers at its trade-only Gift + Home Markets in Edmonton and Toronto.

THE ROLE:

The Board of the association is seeking a chief staff officer who is a creative visionary, who will lead the organization during a time of great change and evolution. Based in the GTA, the role is a hybrid model with the majority of the time in office. Reporting to the Board of Directors, the President is accountable for the overall tactical and operational responsibility of the organization, and supports and guides the organization's mission as defined by the Board of Directors. The primary mission is to:

- Drive a passion for face to face events in providing a top notch experience for retailers and members alike
- Work with the board to fulfill the organization's mission as defined by the association's Governance Model

- Increase member value, with emphasis on both retention and recruitment
- Display prudent fiscal understanding and management within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position
- Provide active leadership for the staff, setting the standard in terms of commitment to exemplary customer service, technical excellence and personal engagement with multiple stakeholders
- Continue to drive the ongoing evolution of a transparent, collaborative culture within the association

THE QUALIFICATIONS:

- At least 10 years senior management experience in the events industry, preferably in a B2B environment
- A minimum of 5 years senior management experience leading a Not-for-Profit association
- Excellent negotiating skills with a reputation as an industry thought leader in strategic development and communications
- Proven experience leading and managing a team of twelve experienced, high performance staff
- Provides positive leadership to staff across all departments, with excellent interpersonal and communication skills
- Leads and coordinates annual budget reviews, and regular forecast updates
- Significant engagement with all stakeholders, both internal and external, becoming the "face" of the industry
- Experience with retail industry a definite asset
- Knowledge of French not required but would be regarded as a benefit

HOW TO APPLY:

Email your application and submit your application, with full details, to hrexec@cangift.org

Closing date for applications: July 22, 2022

Note: The position is open due to a retirement.