

P.O. Box 1414
Grande Prairie, AB T8V 4Z2
780-567-4991
info@nwc corridor.com



Executive Director

"Northwest Corridor Development Corporation is connecting Canada with Global trading partners through the Northwest Corridor by advancing trade, and economic development opportunities through multimodal transportation by air, rail, road, pipelines, and marine."

With a strategic membership comprised of industry, NGOs, post-secondary and all levels of government, the Northwest Corridor Development Corporation is poised to lead Canada's northwest in securing the development of northwest transportation corridors. NCDC is seeking an Executive Director to work with the board to provide strategic recommendations to ensure our mandate is fulfilled.

The Individual

You are a self-motivated leader who will implement and achieve corporate objectives, promote the corridor and the corporation, coordinate positive corporate/public communications, and represent the corporation at various functions/ events. You demonstrate sound judgment in promoting the Corporation and its objectives, credibility in developing recommendations to the board, and tact regarding public statements. You possess superior interpersonal, networking, organizational, and communication skills. You have an understanding of commodity supply chains, northern challenges and transportation intricacies.

The Qualifications

- Post-secondary education in marketing, political science, economic development, business, communications, other related field or experience equivalencies.
- Minimum five years progressive experience in working for a board of directors
- Demonstrated competency in the use of computer applications
- Demonstrated experience in working with all levels of government and industry
- Project management experience

The Position

This position is a **non-employee based contract position**. Reporting to the Board of Directors of the Northwest Corridor Development Corporation, the Executive Director will be a team player who will provide assistance to the Board and offer both leadership and expertise in the implementation of NCDC initiatives. The Executive Director liaises with organizations, non-profits, government officials, industry and citizens to help coordinate and initiate transportation development opportunities and projects relevant to the northwest transportation supply chain.

Activities will include, but are not limited to the following:

- 1) Write funding proposals, RFP's and applications for projects relevant to the NCDC mandate;
- 2) Initiate, coordinate and facilitate complex projects from inception to close-out, and ensure after-care;
- 3) Report as required to the Chair and NCDC Board, and prepare board packages with the input of board executive and attend all meetings of the Board
- 4) Provide operational / administrative services to the Corporation including day-to-day financial, website maintenance, membership tracking, and AGM/Conference/Meeting coordination.
- 5) Track trends in transportation corridors on a local, regional, national and international basis; Prepare advice to the Board of Directors and implement board motions.

You possess the ability to:

- Work independently, lead a team and network in a variety of social settings;
 - Establish and maintain collaborative working relationships and lead complex projects;
 - Understand government funding mechanisms that assist transportation development;
 - Demonstrate measurable results and personal performance ;
 - Use computerized office productivity and analytical tools effectively and;
- Develop communication tools to keep all members and stakeholders informed.

If you are a visionary, strategic and dynamic leader with the resources to provide the needed operational / administrative services that support the Corporation who is interested in a great opportunity to make your mark please forward your professional background and related supports by **emailing no later than October 15, 2011 to:**

Recruitment Committee – NCDC
info@nwcorridor.com