

Executive Director

Municipal Engineers Association

Term: 2-year contract (with option to renew)

Hours: Approximately 20 hours per week

Compensation: \$59.35/hr to \$74.15/hr inclusive of all benefits

Location: Ontario (Remote), with some travel

Application Deadline: January 5 @ 11:59 PM

Contact: President@MunicipalEngineers.on.ca

MEA Vision

MEA is dedicated to sharing knowledge, promoting best practices, and advocating for the values that serve the evolving needs of our members and the communities they serve. We achieve this by fostering unity, inclusivity, and excellence among licensed engineers in Ontario's municipalities, creating a collaborative community that advances innovation, and champions a diverse, equitable, and accessible engineering profession.

Executive Director Mandate

The Executive Director provides overall leadership and operational management of the MEA, executing the strategic direction established by the Board of Directors and advancing the Association's Vision and Mandate within the context of municipal engineering in Ontario.

Primary Duties and Responsibilities

The Executive Director has end-to-end operational oversight and is accountable for uninterrupted delivery of all services, whether executed via external service providers, internal staff resources, or by directly performing the work when required.

Strategic Oversight

Strategic Direction and Governance

- Co-develops the vision and multi-year strategic plan with the Board; translates priorities into clear outcomes, and KPIs for approval.
- Serves as the Board's professional advisor on organizational matters; regularly briefs on internal/external issues and sector trends.
- Fosters effective Board–ED–staff relations and supports strong governance practices.
- Acts as spokesperson, alongside the Board Chair, and as directed by the Board; issues official correspondence on behalf of the Board when appropriate.

Policy, Compliance, and Risk

- Recommends policies and annual policy review schedules; ensures alignment to bylaws and applicable legislation.
- Oversees enterprise risk management: identifies key risks to people, property, finances, relationships, and reputation; recommends mitigation strategies.
- Ensures adequate insurance coverage is in place; confirms the Board and staff understand terms, conditions, and limitations of their roles and responsibilities.

Partnerships, Advocacy, and Intergovernmental Relations

- Defines advocacy positions and priorities; cultivates senior relationships with municipalities, affiliated organizations, industry, and all orders of government.
- Engages stakeholders regularly to communicate MEA initiatives and gather sector insights.
- Represents MEA as the key spokesperson that elevates the Association's profile, position and partnerships with affiliated organizations, industry and government.

Daily Operations**Operational Planning and Delivery**

- Develops and executes annual operational plans aligned to the strategic plan; manages efficient day-to-day operations and continuous improvement.
- Coordinates Board agendas, materials, and minutes; tracks action items and reporting timelines.
- Ensures secure records management for personnel, members, and volunteers, are maintained with appropriate privacy and confidentiality controls.
- Liaises regularly with external contracted staff to meet service requirements per agreements.

Program and Project Management

- Plans, implements, and monitors programs/services; conducts quality assurance and continuous improvement.
- Ensures programs and services advance the MEA's Vision and Mandate and reflect Board priorities; approves evaluation frameworks and major special projects.
- Plans, executes, and evaluates special projects; manages scope, schedule, budget, risk, and stakeholder communications.

Membership and Program Oversight

- Leads the definition of the membership value proposition, recommends growth and retention targets, and upholds privacy standards.
- Oversees membership administration and database accuracy; facilitates timely, relevant communications to members.
- Coordinates outreach to non-renewing members and delivers targeted recruitment initiatives to grow membership.

Financial Stewardship and Administration

- Supports the development and submission of the annual budget, funding strategies, and financial control framework for Board approval.
- Confirms robust bookkeeping and accounting practices are maintained; administers the approved budget and monitors monthly cash flow.
- Coordinates the preparation of timely, accurate, and comprehensive financial reports for the Board in collaboration with the Treasurer/Secretary-Treasurer and supporting representative.
- Ensures compliance with taxation, payroll, and withholding obligations.
- Supports funding and revenue-generation activities as directed by the Board.

Human Resources Management

- Develops staffing plans and job descriptions; implements HR policies, procedures, and practices.
- Recruits, interviews, and selects staff (with Board involvement as required); delivers orientation and training.
- Implements performance management, conducts annual reviews, and provides coaching/mentoring.
- Facilitates staff Performance Management.
- Ensures a positive, healthy, and safe work environment compliant with applicable legislation.

QUALIFICATIONS**Mandatory Requirements**

- Licensed as a Professional Engineer (P.Eng.) in Ontario, or eligible to obtain licensure within six months of hire.

Experience

- Proven experience in a senior-level role within the municipal engineering sector, overseeing complex infrastructure portfolios and cross-functional teams.
- Management experience within a voluntary or non-profit organization is an asset, demonstrating capability to lead in mission-driven, stakeholder-rich environments.

Knowledge, Skills and Abilities

- Demonstrated understanding of Ontario's municipal engineering context, including current industry challenges, emerging opportunities, and alignment with the organization's mission and strategic priorities.
- Applied knowledge of leadership and management practices in non-profit/voluntary sector settings, including human resources management; strong financial management acumen (budgeting, forecasting, controls); and proven project management skills across planning, execution, risk, schedule, and stakeholder management.
- Thorough knowledge of legislation and standards applicable to the voluntary sector, including the Employment Standards Act, Human Rights Code, Occupational Health and Safety Act, Income Tax Act, Canada Pension Plan, Employment Insurance, Ontario Not-for-Profit Corporations Act, and applicable health coverage requirements, with the ability to ensure organizational policies and practices remain compliant.
- Proficient with modern digital platforms and tools, including Microsoft 365 (MS Office Suite), cloud services, e-commerce and financial systems, and basic website administration/maintenance.

Working Conditions

- The work is generally remote. The organization may secure a physical office in the Greater Toronto and Hamilton Area, which may require periodic on-site presence. Duties aligned with the organization's Vision and Mandate may also occur in non-standard workplaces, including events, meeting, and conferences venues. At this time the incumbent is expected to meet in person with MEA Staff once every two months, subject to direction of the Board.
- Average annual commitment of approximately 20 hours per week, as directed by the Board of Directors. Evening and weekend work is expected to support Board meetings, stakeholder engagements, and public representation of the organization.

Estimated Start Date: The current Executive Director will provide transition support starting in the Spring through to June 30, 2026. The successful applicant will assume full responsibility effective July 1, 2026.

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to President@MunicipalEngineers.on.ca by January 5, 2026, at 11:59 p.m. Please quote job posting 'Job Posting – MEA Executive Director' in the subject line.