



**Are you a visionary leader with a track record of success in driving results and fostering a positive, productive culture? If so, we want to hear from you!**

We are seeking a dynamic, results-driven CAO to guide our membership-based Association to new heights. In this critical role, you will be responsible for setting and executing our strategic vision, leading our talented team, and driving membership growth and public safety.

### **Who We Are**

We are the Ontario Building Officials Association (OBOA); a self-governing, not-for-profit organization committed to establishing and maintaining a high professional standard in the administration of the building code. Our mission is to support the construction of safer, more sustainable and accessible buildings in Ontario by delivering training and certification of Building Officials, promoting uniform application, working with industry partners, providing a voice to policymakers, and advancing the Building Official profession.

### **What You'll Do**

Reporting to the board of directors the CAO is responsible to motivate, support and lead a team that coordinates the day to day operations of the Association.

- Leadership/People management - Foster staff engagement, alignment among departments and positive corporate culture that attracts, retains, and motivates talented people
- Coordinate efforts between the Association and external stakeholders, such as government agencies and National and Provincial associations, which would be of benefit to the Association's members
- Provide guidance and direction to the President, Board, Staff and Association members
- Oversee Training, Member Services, and Advocacy programs, ensuring services maximize value for the members and the Association
- Assist in aligning the Association's budgeting and business planning with the strategic plan
- Establish and update as necessary, appropriate policies, procedures and training to ensure that the Association complies with all Municipal, Provincial and Federal legislative requirements

### **What You Bring**

- Minimum of 10 years in senior municipal building administration or related experience
- Post-Secondary Degree or Diploma in Architecture, Engineering, Law, Public Administration, Business or Association Administration or a related discipline or the equivalent
- Ability to build high performing teams
- Demonstrated advocacy skills and government relations skills an asset
- In-depth knowledge of municipal and provincial government structure, and processes related to regulatory administration

To access the full job description or apply contact [annec@theburkegroup.com](mailto:annec@theburkegroup.com)