

## **EXECUTIVE DIRECTOR**

The Association of Canadian Publishers (ACP) seeks a full-time Executive Director to be based out of our Toronto office.

### ***About the ACP***

The ACP is the national voice of Canadian-owned English-language book publishers, representing 115 independent companies across Canada. Through collective work, we advocate for and collaborate to create the conditions for Canadian-owned book publishers' economic and cultural success. We work to help our members build the audience share for Canadian-authored and Canadian-published books in Canadian bookstores, libraries, educational institutions, and homes, and around the world.

A national board of directors provides strategic direction and oversight to the ACP's operations. Our membership is actively involved in the Association through the ACP's standing committees, which are organized around genre or market. The ACP currently employs a full-time staff of four and two part-time contractors, and also works with several project consultants who support the delivery of our programs and projects.

### ***Job Description***

Reporting to the ACP President, the Executive Director (ED) is the chief executive officer and is accountable to the ACP board and membership. The ED is responsible for policy development and execution as directed by the board, for services to members, committee activities and projects, and communication within and on behalf of the Association. The ED is also responsible for the management of the ACP office, staff, and operations, and functions as the ACP's chief financial officer. The ED sets a high standard of performance, ethics and initiative to which all staff are held.

Occasional work outside of regular business hours and travel within Canada and internationally is required to support ACP's member-, government-, and industry-relations activities.

### ***Summary of key responsibilities:***

1. ***Governance & Strategic Planning:*** Works with the board to create multi-year strategic plans and annual business plans; works closely with the President to ensure board and executive committee meetings are effective and that the board and membership is informed of key association business; oversees the planning and execution of the Annual General Meeting; maintains the ACP's corporate records

2. *Government Relations & Advocacy:* Develops annual advocacy plans in consultation with the ACP board and with the support of the ACP's government relations advisor; establishes effective working relationships with and represents ACP interests to government officials; provides policy responses and recommendations to government; leads the ACP advocacy program and assists the board and membership in their efforts to communicate ACP policy messages directly to MPs and other government officials; ensures compliance with federal lobbying regulations
3. *Communications:* Develops and oversees implementation of the ACP's communications strategy; acts as the ACP's media spokesperson as required
4. *Membership Programs & Services:* Participates in ACP key committee meetings to facilitate and advance initiatives that support the ACP's strategic and business goals; ensures that committee projects and initiatives are coordinated and consistent with ACP policies and priorities; develops and executes a membership services program that is inclusive of and encourages active participation by all members
5. *Industry Relations:* Works closely with other organizations and associations with similar and complementary mandates; represents the ACP as the voting member on the board of eBOUND Canada, works with the eBOUND CEO as required, and ensures ACP members' interests are reflected in the organization's work; represents ACP interests to other industry partners (e.g., retailers, libraries, education) as required
6. *Financial Management:* Works with the finance committee and Treasurer to establish an annual budget; provides regular and accurate financial forecasts to the board; supervises the work of the ACP's contract bookkeeper; oversees the ACP's banking agreement; oversees the annual audit; ensures the ACP adheres to proper accounting processes and procedures; identifies and accesses new sources of revenue to support the work of the Association; secures grant funding and ensures initiatives are consistent with the ACP's strategic objectives; maintains strong relationships with granting bodies that provide funding support to the ACP
7. *Human Resources Management:* Hires and manages staff, and updates job descriptions as required; provides annual staff reviews, including plans for ongoing staff development; maintains current understanding of human resources management and legal requirements for staff hiring, termination and equity and non-discrimination policies
8. *Administration:* Oversees the smooth operation of the ACP office, including maintaining a relationship with the ACP's landlord, negotiating office lease and/or seeking new office space as required



### *Qualifications and Skills – required*

- Experience in a leadership role within the publishing industry, arts and culture sector, or with a not-for-profit organization
- Experience in government relations and advocacy
- Excellent communication skills, with experience in public or media relations
- Experience in strategic and business planning
- A demonstrated record of successful financial management, including revenue generation, and reading and interpreting financial statements and budgeting
- Experience in grant writing
- Either experience in or a demonstrable understanding of public policy development, with emphasis on arts/culture/publishing policy
- Experience managing and supervising staff
- Experience managing multiple, complex and simultaneous projects
- Excellent writing, editing, proofreading and numeracy skills
- Strong MS Office skills and a facility with new technologies
- A demonstrated commitment to diversity, equity, and inclusion

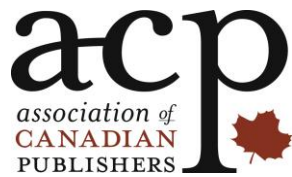
### *Qualifications and Skills – preferred*

- A university degree in English, communications, marketing, public policy / administration, law or a related field, with publishing experience preferred
- An understanding of copyright and the importance of its role in the arts/book publishing
- Strong presentation skills
- Experience working with a not-for-profit board of directors
- Ability to develop partnerships and use diplomacy to nurture relationships

### *Compensation and Benefits*

The target starting annual salary for this full-time position is a minimum of \$100,000, commensurate with experience. We offer a comprehensive benefits package after three months through the Book and Periodical Council, flexible work hours, opportunities for professional development, and the option of hybrid work.

Our friendly and collegial office is accessible and located at 401 Richmond St. W., an arts and culture hub with excellent public transit access and other amenities. The ACP's office is shared with eBOUND Canada, which currently works on a hybrid basis.



## **How to Apply**

Interested candidates are invited to apply in confidence by sending a cover letter and résumé in a single PDF document to the hiring committee ([Hiring\\_Committee@canbook.org](mailto:Hiring_Committee@canbook.org)) by 5:00 p.m. EST, November 30, 2022. The committee has a target start date for this position of March 1, 2023.

The ACP is committed to building a diverse and inclusive workplace. We encourage applications from candidates who are members of underserved and underrepresented communities, including BIPOC, LGBTQ2+, people living with dis/ability, and others. If you require accommodation at any stage of the recruitment process, please notify the hiring committee via email.

We thank all applicants for their interest but regret that we are unable to acknowledge receipt of applications. Only those candidates selected for an interview will be contacted.