



**SOCIETY *of***  
**UNITED PROFESSIONALS**  
IFPTE 160



**Executive Director,  
Operations and Governance Affairs**  
Role Profile

## **A Defining Leadership Opportunity at the Intersection of Democratic Governance and Operational Excellence**

This is an opportunity to serve as the Society's most senior staff leader, partnering with elected leadership to strengthen governance, build organizational capacity, and ensure the people, systems, and accountability needed to support a growing and influential professional union. Reporting to the President and working closely with elected leaders, the Executive Director translates strategic direction into operational results while helping ensure the organization remains responsive, sustainable, accountable, and member-focused.

The Executive Director serves as the critical bridge between governance and operations, bringing organizational effectiveness, staff performance, governance support, labour relations, and administrative operations together in service of the Society's members, elected leadership, and staff.

Success in the role requires sound judgment, diplomacy, and organizational awareness. The role also calls for someone who can build trust across diverse groups, foster constructive labour-management relationships, and promote clear accountability within a democratic, membership-driven organization with a layered governance structure.

This is an exceptional opportunity for a leader who understands how to work within democratic governance structures, build strong accountability cultures, and translate strategic priorities into measurable organizational results. The next Executive Director will be energized by helping shape the future of the Society while respecting the leadership structures, professional relationships, and member voice that guide its work.

# The Society of United Professionals

The Society of United Professionals is a democratic, member-driven union representing more than 10,000 professionals. Founded more than 80 years ago by engineers seeking better working conditions, the Society has grown into a union for highly skilled professionals working across the energy, legal, municipal, public, private, not-for-profit, and regulatory sectors.

Its members include engineers, scientists, lawyers, management professionals, analysts, IT specialists, and others whose work helps power, regulate, and support communities. The Society advocates for fair compensation, career development opportunities, and positive workplace conditions, while emphasizing constructive and collaborative relationships with employers.

Headquartered at 2239 Yonge Street in Toronto, the Society has historically represented members across Ontario. In 2025, approximately 450 management professionals employed by the City of Saskatoon joined the Society, establishing its first bargaining unit outside Ontario. To support these members, the Society opened a Saskatoon office in 2026, reflecting both its growing presence beyond Ontario and its ambition to serve professional workers across Canada. The Society also maintains regional offices in Oshawa, and Tiverton to support members across its growing geographic footprint.

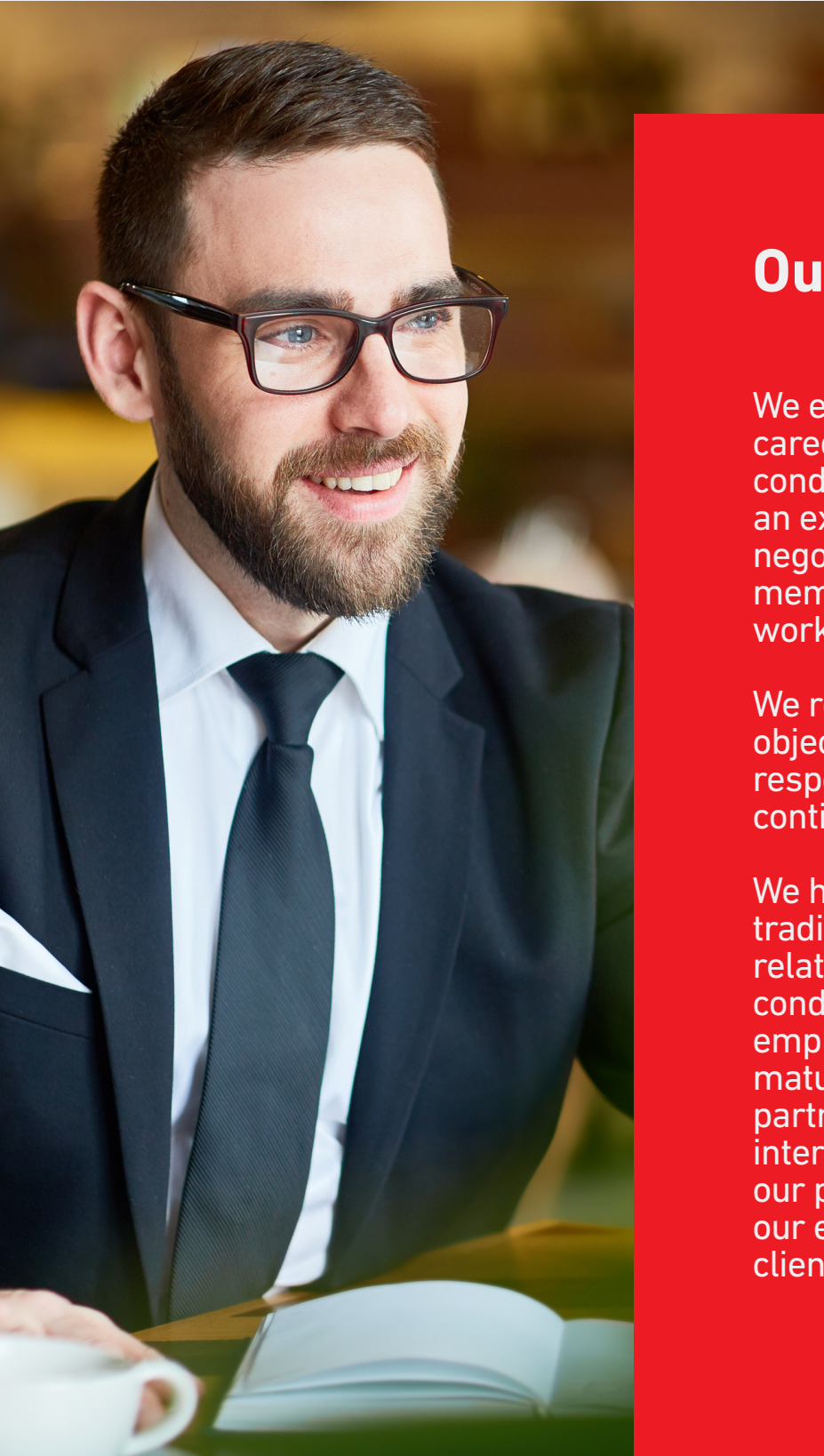
Looking ahead, the Society's strategic goals focus on strengthening the organization as a member-driven union by prioritizing:

- **Effective representation** through stronger bargaining, advocacy, and use of data and tools.
- **Member engagement** through accessible education, inclusive decision-making, and broader participation.
- **Effective governance** through clearer roles, stronger internal systems, accountability, and sustainability.
- **Advocacy and public policy impact** through a more visible and strategic voice in the labour, political, and regulatory landscape.

Together, these priorities point to an organization focused on strong representation, clearer governance, deeper member connection, and a more visible voice for the professionals it represents.



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## Our Mission

We exist to ensure the best rewards, career opportunities, and working conditions for our members. We have an excellent track record of negotiating improvements to our members' salaries, benefits, and working conditions.

We recognize, in achieving our objectives, that we have responsibilities in working for the continued success of our employers.

We have developed a distinctive, non-traditional approach to labour relations, and we pride ourselves on conducting relations with our employers in the framework of a mature and mutually beneficial partnership. While protecting the interests of our members, we uphold our professional responsibilities to our employers, their customers and clients, and the people of Ontario.

# Core Responsibilities

## Strategic and Operational Leadership

The Executive Director provides senior operational leadership for the Society, ensuring that day-to-day activities, organizational systems, staff priorities, and accountability practices are aligned with its mission, values, strategic plan, and policies. Working in close partnership with the Board and elected leadership, they translate strategic direction into practical plans, coordinated initiatives, and measurable results.

The role calls for a forward-looking leader with strong judgment, diplomacy, and organizational awareness who can anticipate emerging issues, assess opportunities and risks, and recommend improvements that strengthen performance, follow-through, and resource use. As a visible senior representative of the Society, the Executive Director also helps protect its reputation and maintain constructive connections with members, partners, and communities connected to its work.

## Governance Support

Working with the President, Executive Committee, Board, and other governance bodies, the Executive Director provides timely information, analysis, and recommendations to enable informed decision-making. They bring a clear understanding of the distinct roles of elected leadership and staff, along with the judgment needed to reinforce clarity, alignment, and responsibility within a layered governance environment.

The Executive Director attends governance meetings as required, prepares thoughtful advice and operational updates, and facilitates clear communication between elected leaders and staff. They also contribute to continuous improvement in governance processes and practices, helping ensure that leadership structures remain informed, responsive, and connected to operational realities.

## People Leadership

As the Society's senior staff leader, the Executive Director provides guidance and direction to the management team and staff while fostering a workplace culture that is professional, collaborative, service-oriented, and grounded in responsibility.

They strengthen people practices and contribute to an effective, supportive workplace through performance management, employee development, succession planning, and workforce planning. The role also ensures compliance with employment legislation, organizational policies, and sound human resource practices.

The Executive Director also oversees occupational health and safety, disability management, employee wellness, and benefits administration, ensuring these programs are managed with care, consistency, and attention to organizational obligations.

# Core Responsibilities

## Labour Relations

The Executive Director provides leadership and practical advice on labour and employee relations matters involving staff, including grievances, disputes, and workplace concerns. They approach these matters with fairness, sound judgment, and a commitment to constructive outcomes that reflect the Society's values and obligations.

The next Executive Director will bring the credibility, communication skills, judgment, diplomacy, and relationship skills needed to sustain respectful labour-management relationships in a unionized environment. They will encourage professionalism, trust, and clear expectations while providing steady guidance on sensitive workplace matters.

## Financial, Administrative, and Operational Stewardship

In partnership with the Senior Financial Officer, the Executive Director contributes to sound financial stewardship, budgeting, forecasting, and reporting. The role includes monitoring financial performance, risk management practices, internal controls, and accountability mechanisms, and serving as a signing authority in accordance with Society policies.

The Executive Director oversees the administrative infrastructure that enables the Society to operate well, including facilities management, technology infrastructure, and administrative operations. This requires a practical, systems-oriented leader who manages resources responsibly and ensures operational supports are responsive to the needs of staff, elected leadership, and members.

## Relationship Management

The Executive Director builds trust and productive working relationships with elected leaders, staff, members, volunteers, external organizations, and other key partners. Acting as a key liaison between staff and elected leadership, they promote collaboration and organizational alignment across the Society.

The role also includes representing the Society externally as delegated by the President or Board. The next Executive Director will bring strong interpersonal judgment and professional presence, with the ability to build trust, navigate differing perspectives, and advance the Society's interests with credibility and care.

# Qualifications, Experience & Attributes

The Society recognizes that leadership experience can be gained through a range of professional, community, labour, governance, advocacy, volunteer, and lived experiences. Candidates who meet many of the requirements and bring relevant transferable experience are encouraged to apply.

- Post-secondary education in a relevant discipline, or an equivalent combination of education, training, professional experience, community leadership, and lived experience.
- Progressive leadership experience in a professional association, labour organization, regulatory body, not-for-profit, member-based organization, public-sector, advocacy, community-based, or other multi-layered environment.
- A strong track record working in or alongside unionized workplaces, with an understanding of constructive labour relations principles and their role in enabling positive organizational outcomes.
- Expertise supporting boards, councils, executive committees, elected leadership bodies, or other governance structures on decision-making, strategic, or operational matters.
- Experience contributing to organizational operations, human resources, labour relations, financial management, budgeting, administration, or related areas of organizational stewardship.
- Credible and effective at engaging with a diverse professional membership across energy, legal, municipal, public, regulatory, and technical fields.
- Familiarity with professional, member-based, public-sector, regulated, or governance-focused environments would be an asset.

## **Attributes:**

- A calm, steady leadership presence, with the ability to bridge different perspectives and maintain constructive relationships during challenging or sensitive situations.
- A commitment to fostering a collaborative, respectful, inclusive, service-oriented, and responsible workplace culture.
- Emotional intelligence, resilience, discretion, and professional judgment.
- Curiosity and willingness to engage with nuanced governance, labour relations, and organizational issues.
- An improvement-oriented mindset that anticipates challenges, addresses risk thoughtfully, and encourages continuous organizational learning.
- The integrity and credibility to serve as a trusted advisor to elected leaders while maintaining healthy boundaries.

# Core Skills & Competencies

## **Governance and Strategic Advisory Skills**

A practical understanding of governance principles and the respective roles of elected leaders, boards, and management. The successful candidate will be able to provide thoughtful, well-reasoned advice, enable sound decision-making, and carry out direction with clarity once decisions are made.

## **Labour Relations and Workforce Leadership**

Well-developed labour relations knowledge and practical experience in unionized environments, resolving workplace issues, and maintaining productive labour-management relationships. The successful candidate will be able to balance risk, fairness, responsibility, and organizational priorities when advising on employment and labour matters.

## **Relationship Building and Influence**

Strong interpersonal skills and the ability to build trust, credibility, and productive working relationships with elected leaders, staff, members, volunteers, external organizations, and other key partners. The successful candidate will be able to influence through sound judgment, transparency, and respect for differing perspectives.

## **Change Leadership and Risk Management**

The capacity to lead through change, enable organizational growth, identify emerging risks, and guide the Society through evolving governance, operational, and relationship environments.

## **Communication and Conflict Resolution**

Well-developed communication, facilitation, negotiation, and conflict-resolution skills, supported by the judgment and diplomacy needed to navigate competing priorities, sensitive issues, and different points of view.





# What This Role Offers

**Base Annual Salary Range:  
Starting at \$185,000**

**Annual Vacation**  
5 weeks

**Comprehensive benefits package,  
including participation in the Multi-Sector  
Pension Plan.**

**Work Arrangements & Travel**

This role is expected to follow standard business hours, typically 8:30 a.m. to 4:30 p.m.; however, flexibility is required. The Executive Director should expect periods of increased evening and weekend work during peak operational, governance, bargaining, or member engagement periods.

Some travel will be required from time to time to support member, staff, and partner engagement, including occasional travel to regional offices in Saskatoon, Oshawa, and Tiverton.



# Could this be the leadership opportunity where your experience strengthens operations, governance, and the future of a growing professional union?

**If you have questions about the role, please contact Kelly Gillis at [kelly.gillis@ahria.ca](mailto:kelly.gillis@ahria.ca). To apply, please submit your cover letter and resume as one combined document to [recruiting@ahria.ca](mailto:recruiting@ahria.ca).**

The Society of United Professionals is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- Persons with visible and/or invisible disabilities;
- Persons who identify as women; and
- Persons of all sexual orientations, gender identities, and gender expressions.

**AI Use:** Ahria's recruitment processes are human-led. We may use AI-assisted platform features to support candidate sourcing; however, all screening, interview, and hiring decisions are made by people using informed professional judgment. We are committed to the responsible use of technology and to reviewing our practices to ensure ethical and compliant recruitment.

Ahria Consulting is committed to providing accessible recruitment practices and complying with the Accessibility for Ontarians with Disabilities Act (AODA). We will provide suitable accommodation throughout the recruitment and selection process. If you are contacted for an interview and require accommodation to participate, please make your needs known at that time.

For accommodation requests, please contact [recruiting@ahria.ca](mailto:recruiting@ahria.ca).

We look forward to receiving your application and learning more about how your experience aligns with this opportunity. Every application will be reviewed by Ahria's recruiting team, and candidates will be kept informed as the process progresses.

Prepared by:

**Ahria**

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