



## Executive Profile

Alberta Chief Executive Officer  
Canadian Mental Health Association - Alberta

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November 2022

## Canadian Mental Health Association – Alberta

The Canadian Mental Health Association (“CMHA”) exists to promote the mental health of all Canadians and to serve mental health consumers, their families and friends.

The CMHA is the only national charitable organization that addresses the needs of those living with a mental health condition and/or substance use/misuse and promotes mental health through community-based programming. CMHA’s contributions to an emerging mental health movement have been vital, and unequalled and are reflected proudly in their legacy as Canada’s oldest mental health organization. In 2018, CMHA celebrated its 100th anniversary. The CMHA provides direct service to Canadians through the combined efforts of 11 provincial/territorial division offices, 67 local branches with more than 7,000 staff and 11,000 volunteers in 330 communities.

For more than 60 years in Alberta, CMHA has focused on recovery and support for Albertans impacted by mental illness. We stand with people living in the community as they achieve their wellness goals. Hundreds of CMHA staff and volunteers engage clients in activity and help them navigate the complex matrix of provincial mental health services. CMHA’s eight regional offices and the Centre for Suicide Prevention continue to focus on a better future for all people living with mental health challenges.

### Vision

Mentally healthy people in a healthy society.

### Mission

A nation-wide voluntary organization that promotes the mental health of all and supports people experiencing mental illness.

### Statement of Philosophy

We believe in enabling individuals, groups and communities to increase control over and enhance their mental health.

### Values/Beliefs

We believe that the following elements are critical to mental health and a personally satisfying quality of life: social justice; individual and collective responsibility; access to appropriate and adequate resources/supports; self determination; and maximum feasible community integration.

### Activities

In order to operationalize these beliefs, among other activities, we educate/inform; advocate; research; provide services; and facilitate/coordinate/collaborate.

CMHA Alberta delivers projects to promote mental health supports in Alberta, including:

- Recovery College in Alberta continues to support Albertans across the province (now in 7 regions) through a variety of online programming, including courses and drop-in community-building opportunities.

- The Rural Mental Health (RMH) Project and Network which is a catalyst to sharing and creating knowledge to advance rural well being and recovery efforts.
- Healthy Campus Alberta provides space for post secondary communities to gather for meaningful conversations, collaborative discussions and sharing of resource to support caring campus communities.
- Youth Hubs Alberta has entered its second year under CMHA Alberta stewardship with 11 Hub sites.
- Working Stronger workplace mental health training programs and courses are popular across diverse industries and public entities.
- OSI-CAN in Partnership with CMHA Alberta support better mental health for veterans and first responders.
- Caregiver Connections provides support to caregivers, providing virtual, drop-in group, and one-on-one peer support.

The Alberta Region has an annual budget of approximately \$6.8 million and a staff of approximately 30 full and part time professionals and support staff.

CMHA acts as a social advocate to encourage public action and commitment to strengthening community mental health services and legislation and policies affecting services. The Division leads advocacy with provincial politicians / government / Alberta Health and Alberta Health Services All their mental health projects are based on principles of empowerment, peer and family support, participation in decision-making, citizenship, and inclusion in community life.

## Position Description

### Alberta Chief Executive Officer

With your passion for being part of, and serving the community, you are seeking a fulfilling leadership mission that will engage and inspire you. As CEO of the CMHA – Alberta Region, you will lead the organization and ensure the implementation of the organization's vision, mission and values. You will work alongside the volunteer Board of Directors to develop and realize the strategic plan for 2022-2025 of the CMHA – Alberta Region. Through regular communications, You will maintain effective relationships with the national organization, the provincial divisions, and the CMHA regions in Alberta. The CEO is also heavily involved in maintaining and establishing new and effective relationships with major funders.

As the CEO, you will bring a balanced leadership approach between managing external engagement and responsibilities while at the same time fostering a strong and stable internal organization. You will inspire, motivate and mentor others within the organization. Maintaining and continuing to build on our culture of encouragement and support for both employees and volunteers.

Having demonstrated social responsibility, worked with a Board and led a not-for-profit or private sector enterprise, you have shown that you have the skills and experience to lead the CMHA – Alberta Region. With your knowledge and experience in dealing with the media, managing and supervising fund development and working with volunteers, it is your community leadership, innovation and passion for the mission that will make it happen.

#### **Primary Responsibilities**

The CEO of the CMHA – Alberta Region is responsible for leading the organization and works with and reports to a volunteer Board of Directors. The CEO coordinates the organization through a team of Directors responsible for programs, finances and administration. The

primary role of the CEO is to ensure the implementation of the organization's vision, mandate, and values in a cost effective and efficient manner; and to work with the Board in the development and execution of the agency's strategic plan. This role must ensure the province-wide programs offered by the CMHA, and those of the regions, are client focused, effectively managed, and relevant to the needs of the community. The CEO is also responsible for maintaining effective relationships with the national organization, the provincial division, and all the CMHA regions in Alberta. This position is also heavily involved in establishing and maintaining effective relationships with major funders and funding is for pan-Alberta programs.

## Key Accountabilities

The role of CEO for the CMHA – Alberta Region is demanding and rewarding, requiring an exceptional combination of leadership, a demonstrated track record of achievement, and a variety of personal and professional attributes equal to the challenge of this role. In this leadership role, you will be a strong voice and key spokesperson for mental health wellness and have the mandate to lead a dynamic organization to leverage its nation-wide expertise, capacity and dedication to address the mental health and mental illness needs and challenges of Albertans.

### **Planning and Development**

- Leads the development and implementation of CMHA – Alberta's Strategic Plan, annual Business/Operation Planning & budgeting process with the executive leadership team and presents to the Board for approval.
- Relies on and is comfortable with data analysis to inform the organization about effectiveness of programs/projects.
- Develops and manages the operational plan in consultation with the executive leadership team that aligns with the organization's short & long-range strategic objectives.
- Provides leadership, direction, management and training for division staff in the development and implementation of operational plans.
- Initiates and provides leadership to the region's "team" oriented projects.
- Be well-versed and up to date with relevant legislation and provide or obtain advice to ensure compliance.
- Collaborates with and keeps the division informed of the activities of regions and divisions on a provincial and national basis, as appropriate.
- Demonstrates a high degree of strategic capacity, creativity and political acuity. Possesses the courage, curiosity, and intellectual capacity to identify solutions to complex problems and is able to capitalize upon new ideas, tools and technologies.
- Is a visible and engaged leader with a track record of success and commitment in building a high performing organizational culture.
- Works exceptionally well with the Board of Directors in ensuring they have the appropriate information and guidance to govern.
- Supports, coaches and mentors others, particularly members of the Senior Leadership Team and the Board of Directors, in achieving best outcomes.

### **Community Involvement and Public Relations**

- Provides leadership and support for implementation and successful execution of CMHA – Alberta’s programs.
- Takes the lead in the promotion of CMHA – Alberta by building and maintaining confidence in the character and integrity of CMHA – Alberta with its clients, staff members, volunteers, collateral agencies, the public and respective levels of governments.
- Cultivates productive relationships with the media and various constituent and related groups including professional, educational, and political leaders in the Alberta area.
- Works with AHS, the provincial government and partners in the Not-for-Profit sector in building strong relationships in pursuit of the agency’s vision and goals.
- Subject to CMHA – Alberta policies on communication, routinely acts as the organization’s primary spokesperson with the media and the public.

### **Administration**

- Oversees the efficient and effective operation of human resources in accordance with the policies and procedures established by CMHA – Alberta Division.
- Appraises operating results in terms of costs, approved budget, operating policies, trends and increased opportunities to serve the community.
- Ensures and oversees the preparation of reports, records and other documentation as requested which present the progress and status of the division’s plans and activities.
- Implements the approval process for all contracts, purchases and banking activities in accordance with CMHA – Alberta Division operational policies and/or practices.
- Initiates, develops, reviews and maintains all policies and procedures and monitor compliance with all policy and procedures.
- Provides oversight in the preparation of the annual budget and the administration and reporting of spending initiatives.
- Works with the Board to update policies as required.

### **Mental Health Advocacy**

- Continues to position the organization as a thought leader and national voice of mental health and mental illness.
- Serves as an advocate for the mental health needs of Albertans with provincial and national governmental bodies.
- Influences, through advocacy, government and partner associations, in a manner that advances and aligns with CMHA’s vision, mission, values and mandate.

## **Candidate Profile**

As CEO, you will have:

- A post-secondary degree in a related field.
- Experience in leading an organization’s strategic and business planning process.
- Strength in implementation of programs, processes and procedures.

- Ability to inspire and empower the leadership team to lead the organization.
- Experience as a public spokesperson for an organization, making public presentations, conducting media interviews, and representing an organization to its stakeholders and to the community at large.
- Proficiency in fiscal management and strong analytical skills.
- Experience working effectively with or reporting to a Board of Directors.
- Ability to leverage relationships and negotiate agreements.
- Excellent oral and written communication skills.
- Proven management, leadership and team building skills.
- Training and/or experience in business development.
- Experience attracting, developing and motivating volunteers.

It will be an asset if you have:

- An educational or professional background and/or experience in mental health or addictions or social services.
- Corporate business-related experience that demonstrates proven results running an organization.
- Experience and success at leading an organization of a similar scope and federated structure.
- Previous experience managing or supervising fund development.
- Experience with and an understanding of the issues affecting mental health in Alberta and surrounding communities.
- Knowledge and experience with a recovery-focused approach to mental health and substance use/misuse.

#### **Leadership Competencies**

- Exceptional leadership skills, including the ability to inspire and motivate others.
- Ability to establish an organizational culture that fosters trust and excellence in delivery of services to clients and staff.
- Strong planning and organizational skills.
- Good judgement and consistent decision-making skills.
- Excellent verbal and written communication.
- Strong process improvement and project management capabilities.
- Confident, professional manner, capable of managing in complex environments and making the case for the organization.
- Enthusiasm and passion for the organization and the cause.
- Being comfortable with a wide variety of people.
- A visionary, capable of inspiring others to pursue the vision.
- Strong personal commitment to caring for others and empathy for people, leading to an inclusive and engaging culture.

- Strong coaching and mentoring skills, capable of creating a culture of support and encouragement.
- A strong business sense, capable of managing the bottom line.
- Willingness and capability of being out in the community as necessary. Travel to occasional events is required but is not a significant part of responsibilities.
- Creative and innovative, and ability to identify new opportunities and encourage others to identify new ideas.
- A belief in and commitment to partnerships and a cooperative approach to problem solving.
- Politically astute, capable of managing the politics of the not-for-profit sector.
- A life-long learner interested in learning and trying new things.
- Pragmatic and practical, with a good degree of common sense.
- Tactful in dealing with diverse people or situations, shows sensitivity and uses good judgement in maintaining discretion and confidentiality.

## Additional Information

- For more information, please visit: <https://alberta.cmha.ca/>
- To explore this opportunity further, please send your resume in confidence to [meera@boyden.com](mailto:meera@boyden.com)

## Boyden Team

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## Company Information

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