



CANDIDATE INFORMATION PACKAGE
President & CEO
British Columbia Economic Development Association (BCEDA)

1.0 ABOUT BCEDA

The British Columbia Economic Development Association (BCEDA), established in 1981, is the leading voice for economic development practitioners across British Columbia. Representing over 80% of local governments, First Nations, and economic development organizations, BCEDA provides leadership, training, advocacy, and connections that strengthen communities and economies across the province.

BCEDA operates as a lean, high-impact organization, delivering province-wide programming through partnerships, contracted services, and a strong governance model. It is widely recognized as the convening body for economic development professionals across British Columbia.

2.0 WHAT WE DO

BCEDA supports economic development across British Columbia through:

- Hosting the annual BC Economic Summit
- Delivering professional development and certification programs (including CEDP.BC)
- Supporting communities through economic resilience and disaster recovery initiatives
- Providing tools and services such as Business Retention and Expansion (BRE) programs
- Facilitating collaboration between local governments, First Nations, and industry
- Advocating on behalf of members to provincial and federal governments

3.0 ORGANIZATIONAL MODEL

BCEDA operates as a lean, high-impact organization supported through a coordinated network of contracted service providers rather than a traditional employee-based structure.

The President & CEO is engaged through a professional services contract and is responsible for leading the organization's strategic direction, partnerships, and overall delivery.

BCEDA maintains a contractor-based delivery model, which includes roles such as marketing, membership coordination, and administrative support. These functions are supported through separate contracts, allowing the President & CEO to focus on leadership, sector engagement, and provincial influence.

This model provides flexibility, scalability, and efficiency, while requiring strong coordination, leadership, and alignment across service providers.

4.0 GOVERNANCE STRUCTURE

BCEDA is governed by a Board of Directors representing communities and organizations across British Columbia.

The Board is responsible for:

- Setting strategic direction
- Providing oversight of organizational performance
- Approving budgets and policies
- Ensuring long-term sustainability of the organization

Committees may be established to support governance and organizational priorities.

The President & CEO reports directly to the Board of Directors.

5.0 BOARD–CEO RELATIONSHIP

BCEDA operates under a governing board model. The Board of Directors focuses on strategic leadership and oversight, while the President & CEO is responsible for operational leadership and execution.

A strong and collaborative partnership between the Board and the President & CEO is essential to the organization’s success. The President & CEO is empowered to lead the organization, supported by the Board in achieving strategic objectives.

Clear communication, mutual trust, and alignment on priorities are key to maintaining an effective Board–CEO relationship.

6.0 STRATEGIC PRIORITIES

BCEDA’s current priorities include:

- Strengthening membership growth and engagement
- Expanding training and certification programs
- Advancing economic resilience and disaster recovery planning
- Strengthening relationships with provincial and federal governments
- Building partnerships across local governments, First Nations, and industry

The incoming President & CEO will play a key role in supporting the development of BCEDA’s next strategic plan.

7.0 THE ROLE

BCEDA is seeking its next President & CEO to lead the organization through its next phase of strategic growth, member engagement, and provincial impact.

The role operates within a coordinated contractor model, supported by specialized service providers, allowing the President & CEO to focus on leadership, partnerships, advocacy, and delivery of BCEDA’s strategic priorities.

The President & CEO provides leadership across all aspects of BCEDA's work and serves as the organization's primary representative.

Key responsibilities include:

- Implementing BCEDA's strategic plan and supporting future strategy development
- Leading government relations and advocacy efforts
- Building and maintaining relationships with members and partners
- Overseeing financial management, contracts, and operational delivery
- Leading delivery of programs, supporting economic development practitioners, including the BC Economic Summit
- Providing thought leadership on economic development, resilience, and recovery

8.0 CONTRACT STRUCTURE

The role is supported by a total contract budget in the range of approximately \$160,000 to \$190,000, inclusive of President & CEO compensation and contracted services supporting operations. The final allocation of this budget will be determined in collaboration with the Board to ensure an effective balance between leadership and service delivery.

This is a remote position based in British Columbia. The successful candidate must be located within the province.

Travel is required as part of the role; however, travel expenses are supported through a separate BCEDA budget and are not included within the contract range outlined above.

The President & CEO is responsible for coordinating and aligning contracted service providers to ensure effective delivery of BCEDA programs and priorities.

Additional project-based funding may be secured through partnerships and initiatives, which may support expanded activities and, where appropriate, additional contracted resources. This structure is designed to:

- Enable the President & CEO to focus on leadership, strategy, and relationships
- Provide operational support through specialized contractors
- Maintain a flexible and scalable organizational model

The President & CEO works closely with contractors to ensure coordinated, high-quality delivery of BCEDA programs and services.

9.0 TRANSITION CONTEXT

BCEDA is currently in a planned leadership transition.

A structured transition period will be implemented to support knowledge transfer, continuity of operations, and relationship handover.

The retiring President & CEO will remain in place as a Special Advisor through January 31, 2027. A minimum transition period will be established in collaboration with the successful candidate, with timing aligned to the agreed-upon start date.

10.0 WHY THIS ROLE MATTERS

This role provides a unique opportunity to:

- Influence economic development policy and practice across British Columbia
- Support the growth and resilience of local and Indigenous economies
- Strengthen collaboration between governments, communities, and industry
- Lead a respected provincial organization into its next phase of impact

11.0 IDEAL CANDIDATE PROFILE

Experience

- Senior leadership experience in economic development, government, or a related field
- Experience working in economic development within a provincial or national context
- Strong understanding of British Columbia's economic development environment
- Experience working with Boards and governance structures
- Experience working with local governments, First Nations, and diverse stakeholders

Core Competencies

- Strong communications and relationship-building skills, including interpersonal, written, and public speaking
- Strategic thinking with the ability to translate vision into action
- Financial and organizational management, including oversight of contracts and partnerships
- Ability to lead and operate effectively within a contractor-based organizational model

Additional Assets

- Certification in Economic Development (or equivalent experience)
- Experience in economic resilience, disaster recovery, or crisis management
- Experience working within membership-based or not-for-profit organizations

12.0 TIMELINE

Applications close: June 30, 2026
Shortlisting and interviews: Summer/Fall 2026
Anticipated appointment: Late 2026 with transition support through to January 31, 2027

How to apply: Proposals and supporting documents must be received by June 30, 2026, and should include a resume, cover letter, and a brief proposal outlining the candidate's approach to executing the President & CEO role, including their leadership approach, priorities, and how they would work with a

coordinated contractor model to deliver on BCEDA's mandate. **Proposals must be emailed to [hiring@bceda.ca](mailto: hiring@bceda.ca)**