

Executive Director

Organization: Ontario Association of School Business Officials (OASBO)

Location: 320 Bloomington Rd, Aurora, ON (hybrid – some in-office presence required)

The Opportunity

The Ontario Association of School Business Officials (OASBO) is a provincial organization dedicated to supporting professionals in school board administration. We invite applications and nominations for the position of **Executive Director**, a pivotal leadership role guiding a well-established provincial association

Reporting to the Board of Directors through the President, the Executive Director is accountable for executing the strategic direction set by the Board, ensuring organizational effectiveness, and strengthening member value and stakeholder relationships.

The Organization

OASBO is a respected professional association representing individuals responsible for the business operations of Ontario's publicly funded school boards. Through advocacy, professional development, knowledge sharing, and strategic partnerships, OASBO plays a vital role in supporting effective and sustainable education administration across the province.

The Role

The Executive Director provides visionary and operational leadership across all facets of the Association's activities. Working in close partnership with the Board, the incumbent will:

- **Lead Strategy Execution:** Provide leadership in implementing the strategic plan by establishing priorities, measurable outcomes, and sustainable initiatives. Prepare and execute annual business and operational plans
- **Enable Effective Governance:** Support the Board of Directors in fulfilling its oversight role through high-quality reporting, planning, and advisory support. Maintain effective communication with Board members

- **Oversee Operations:** Ensure the efficient management of the Association's programs, services, and administrative functions. Manage staff, including hiring, supervision and performance management. Ensure compliance with policies, regulations, and record-keeping requirements
- **Strengthen Financial Stewardship:** Develop and manage budgets, ensuring fiscal discipline and alignment with strategic priorities
- **Advance Membership Value:** Drive member engagement, participation, and growth within a diverse provincial membership base and ensure member value and services. Support committees and member initiatives
- **Champion Partnerships:** Represent OASBO and develop strong relationships with partner organizations and stakeholders, such as CODE, CANASBO, ASBO, CEO/Trustees/SOs of school boards, COSBO, COSHRO. Provide Association representation at meetings, conferences and events
- **Advocacy & Government Relations:** Develop and maintain relations with Ministry representatives, including advocacy for K-12 sector
- **Elevate Communications:** Ensure consistent, strategic communication with members and partners across multiple platforms. Oversee website, social media and internal communications and provide updates to the Board on sector trends and developments.

The Executive Director also plays a central role in fostering a high-performance organizational culture, supporting staff, and ensuring the Association remains responsive to emerging trends and member needs.

The Candidate

The ideal candidate is an experienced executive leader with a demonstrated ability to operate effectively in a governance-led environment and to balance strategic vision with operational delivery.

Key qualifications include:

- Proven success in a senior leadership role
- Strong understanding of Board governance and stakeholder engagement
- Experience within the education sector, broader public sector, or member-based organizations is highly desirable
- Demonstrated expertise in strategic planning, organizational leadership, and financial oversight
- Exceptional communication, relationship-building, and stakeholder engagement skills
- Sound judgment, integrity, and a collaborative leadership style
- Willingness and ability to travel as required

Terms of Engagement

- **Contract Appointment:** 3 years with potential for renewal
 - **Work Commitment:** minimum of 110 days annually
 - **Work Model:** Hybrid, with in-person engagement and travel across Ontario
 - **Compensation:** \$900 daily rate commensurate with experience; reimbursement of approved expenses
 - **Annual performance review:** Conducted by Board executive
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Expressions of Interest

OASBO is committed to inclusive leadership and encourages applications from qualified candidates reflecting the diversity of the communities it serves.

Candidates are invited to submit a resume and cover letter of interest by 4:00 pm on July 24, 2026, outlining their qualifications and leadership experience to: president@oasbo.org