



Job Opportunity

Executive Director, Book Publishers Association of Alberta

[The Book Publishers Association of Alberta](#) is seeking a dynamic, visionary, and experienced individual to serve as its next Executive Director. This is a permanent, full-time position. Our office is based in Edmonton, Alberta.

About the BPAA

Established in 1975, the BPAA is a provincial association of Alberta-owned and -controlled book publishing companies. The BPAA works to support the long-term health and success of the Canadian-owned book industry in Alberta.

The BPAA supports the aspirations and activities of its membership through cultural, economic, and political initiatives, and engages book-related communities in Alberta, Canada, and beyond.

As a trade association the BPAA works to support its members through Advocacy, Business Development, Professional Development, and Marketing, Promotion and Awareness. All of our work aligns with these priority pillars.

Our work is supported by a volunteer board of directors and committees and responds to the needs of Alberta's vibrant and diverse book publishing community.

Responsibilities

The Executive Director manages an office of three additional staff and several contractors, and reports to the board.

The Executive Director provides organizational leadership, and is responsible for the following:

- Executing the organization's operational plan in line with the strategic priorities set by the board and membership
- Representing the organization to government, industry and community organizations, and the public
- Engaging with the membership, board, and other partners through regular meetings and communications



- Responding to emerging issues and trends, helping to develop policy objectives and positions, and serving as an industry advocate
- Managing the organization's finances, including working with an internal bookkeeper and coordinating the annual audit
- Exploring funding opportunities and writing grant applications and reports
- Leading association staff (Project Manager, Project Coordinator and Administrative Assistant/Bookkeeper) and working with them to develop and execute programming
- Ensuring that the association's practices, activities, and decisions are consistent with its constitution and bylaws, mission, and other policies, and respect the Association's legal and regulatory obligations

Essential Experience

- Senior-level publishing and/or non-profit leadership experience
- Group facilitation and consensus building, ideally including board work
- Human resources management, including recruiting, managing, and developing staff, consultants, and contractors
- Financial management: budgeting, cashflow, banking, and general bookkeeping
- Industry advocacy and/or government relations
- Grant writing and reporting
- Program design and management
- Marketing, communications, and public relations

Qualifications, Skills & Abilities

- Demonstrated interest in reading and publishing and in supporting the needs of small-to-medium businesses
- Resourcefulness, strategic thinking, and creative problem-solving abilities
- Strong time management, project management, and organizational skills
- Dynamic public speaking, presentation, and interpersonal communication skills
- Exceptional writing and editing abilities, including attention to spelling and grammar
- Desire to support a diverse, equitable, and inclusive workplace and industry
- Familiarity with collaboration tools (including Google Workspace) and current marketing and social media platforms
- An understanding of the Canadian and/or Alberta book publishing industry and its marketplace, and an awareness of new publishing technologies, trends, and practices are significant assets



Location and Hours of Work

We maintain an office in Edmonton and observe standard working hours. Currently, staff are operating in a hybrid on-site/remote capacity. Some evening and weekend work will be required.

The incumbent will be required to reside in Edmonton, Alberta and to be available for occasional travel to Calgary and to other parts of the province as needed. Some out-of-province travel may be required. Relocation support may be available to the successful candidate if they reside outside of Edmonton.

Compensation

\$65,000–\$90,000 starting salary, commensurate with experience. Benefits include a comprehensive extended health plan, professional development opportunities, and a flexible work schedule.

How to Apply

Please email a cover letter and resume to BPAAHiring@bookpublishers.ab.ca by **5:00 pm MT February 6, 2025**. Applications and queries will be kept confidential.

Interviewing will begin in February 2025. We are targeting a start date range of **April 2025**.

The BPAA is an equal-opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates. We particularly encourage applicants who identify as being from diverse communities, including those who identify as Black, Indigenous, and people of colour; people with disabilities; people identifying as LGBTQ2S+, and people facing economic barriers.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.