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**MEDICINE HAT
COLLEGE**

OPPORTUNITY PROFILE

President

MHC Enrolment for 2016/2017

Enrolment by Campus for All Students

Campus	Headcount
Medicine Hat	3,026
Brooks	325
eCampusAlberta	44
Total	3,348



ABOUT MEDICINE HAT COLLEGE

Known for its focus on students and collaborative culture, Medicine Hat College (MHC) proudly serves close to 3,500 learners each year. Supporting the communities of southeast Alberta since 1965, MHC continues to be innovative and mindful of global opportunities, welcoming partnerships to benefit its students and communities. Governed by a committed 10-member Board, MHC is a financially strong institution that strives for excellence in education.

Situated in one of Canada's sunniest cities, MHC's main campus services approximately 3,000 students each year with over 300 attending

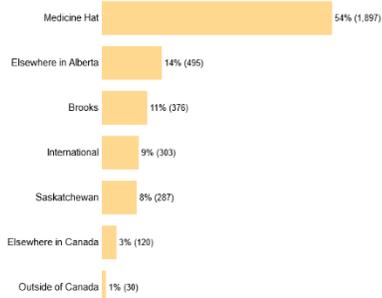
Brooks Campus, located 100 km west of Medicine Hat. With some of the lowest student-to-instructor ratios in the province, MHC provides a very personal, one-on-one student-centric experience, and a diverse range of relevant learning opportunities to the people



and communities it serves. MHC offers a wide choice of programs leading to undergraduate degrees, university transfer, applied degrees, diplomas, certificates, academic upgrading, English as a Second Language (ESL), and apprenticeship. Collaboration and partnership are hallmarks of MHC, and students encounter many programs offered in conjunction with other leading schools.

Student Profile 2016/2017 (Credit Students)

Geographic Source



www.mhc.ab.ca

THE OPPORTUNITY

President

Reporting to the Board of Governors, the President is responsible for innovative, visionary leadership and drives the strategic direction for all aspects of the academic and business affairs of MHC. The President is a valued partner in the community, committed to the community college concept and passionate about the role MHC plays in the lives of its communities and residents. The President advises the Board and recommends actions to address both current and emerging issues in the field of education and ensures the College's policies and programs result in the attainment of the long-term goals and objectives of the Board.

THE TEAM

The President is responsible for providing leadership to 550+ staff including 4 direct reports:

- Vice-President, Administration and Finance
- Vice-President, Academic
- Vice-President, Advancement and Community Relations
- Associate Vice-President, Student Development

Provides leadership to:

- Academic Leadership Council
- College Leadership Council
- General Academic Council
- Faculty Association
- AUPE Executive
- Student's Association

KEY RESPONSIBILITIES

Board Relationships

- Informs and engages the Board of Governors regarding the well-being of the College and its activities, and solicits the Board's advice and, where necessary, approval.
- Ensures all Board members have the information necessary to exercise properly his/her responsibilities.

Leadership

- Provides inspirational and visionary leadership to faculty and staff by working with them collegially, delegating appropriately, assessing risks and opportunities jointly, and ensuring the accountability of the senior leadership team.
- Works closely with senior executives to create a strong, committed team and to provide overall leadership to the educational focus of the College.
- Focuses on the delivery of high quality educational programs and pursues curriculum developments that respond effectively to the unique needs of the communities the College serves.
- Provides strong human resource leadership to the employees of the College to capitalize on the full potential of this critical resource.

Strategic Planning

- Articulates and creates a distinctive vision for Medicine Hat College's future, built on its quality academic programs, in consultation with members of the Board, faculty and staff, and in line with the mandate of the College.

Organization and Management

- Ensures that progressive policies and programs are in place to meet the needs of employees, to enable the College to attract and retain faculty and staff.
- Creates an organizational structure for the faculty and staff of the College that ensures these critical human resources are directed towards accomplishing the College's long-term operational goals.
- Promotes and drives professional development opportunities for employees.
- Develops succession planning at all levels of the College.
- Works collaboratively with the leadership of the faculty association, employees' union and the students' association.

Policies and Programs

- Is responsible to the Board for meeting the strategic and operating objectives established for the College ensuring that programs and services meet the standard established by the Board and that all programs operate within approved funding limits.

THE PERSON

Graduate degree required; Ph.D. preferred. A combination of education and experience will be considered, including academic and business backgrounds.

Demonstrated experience working successfully at a senior level in a post-secondary setting.

Proven success managing the strategic direction of a complex environment, establishing priorities and maintaining a balance between short and long-term goals.

Experience working effectively with, and reporting to, a Board.

Proven fundraising success and maintaining strong relationships with donors.

Experience overseeing large, complex budgets.

- Works with the Board to identify new and revised policies and programs to meet changing needs and to recognize new development opportunities in the education field.

Program Delivery

- Continually evaluates the methods of program delivery to ensure these methods are meeting the needs of the region and the College's stakeholders.

Financial and Administrative Management

- Ensures the development and implementation of effective financial and administrative systems and ensures the efficient utilization of the financial resources of the College within the objectives, policies, plans and budgets established by the Board.
- Is creative yet responsible in applying for additional resources.
- Communicates the key needs and challenges of Medicine Hat College to all areas of government and lobbies government for monetary and other resources.



Relationship with Key Stakeholders

- Proactively promotes the College to the community at large; plays a leading role in the College's resource development initiatives; and develops effective relationships with all communities, agencies, organizations and institutions sharing common interests with the College.
- Communicates key needs and challenges of Medicine Hat College at all levels of government.

Developments in Education

- Keeps up-to-date on developments in the field of education to ensure the College has the best possible information on which to consider and address emerging issues.

Facilities Management

- Ensures College expansion projects, as well as facilities and grounds maintenance are effectively planned and managed.

Communication

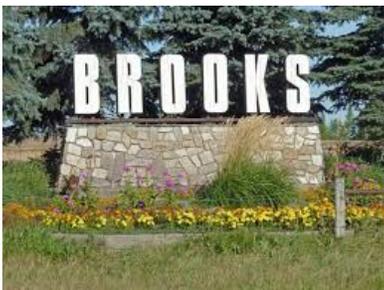
- Ensures accountability and transparency of Medicine Hat College's activities, information and reports.



City of Medicine Hat
Population: 63,260



Medicine Hat Campus



City of Brooks
Population: 14,451



Brooks Campus

KEY COMPETENCIES

- ❖ **Advocacy:** Skilled at developing and maintaining partnerships. Proactively creates new connections. Knows how to get invited to the table and is seen as a key player. Builds strong connections with the community and stakeholders and enjoys meeting and interacting with external stakeholders. Elevates the image of the College. Maintains a balance between being a strong advocate with public visibility and a committed leader of Medicine Hat College.
- ❖ **Collaborator:** Relates well to all kinds of people – up, down and across, inside and outside the organization. Builds rapport easily and appropriately, resulting in strong and effective relationships. Uses diplomacy and tact in all situations. Skilled at diffusing and navigating challenging situations. Deals with diverse constituents to create a sense of common purpose through collaboration and teamwork.
- ❖ **Communicator:** Clear, concise, focused, confident, decisive. Skilled at engaging an audience. Knows how to tailor the message to fit the room. Encourages contributions and feedback, whether positive or negative. Someone people find easy to talk to. An excellent listener and communicator, with strong delegation and networking skills, and a personal manner that is welcoming and conducive to cooperation.
- ❖ **Culture:** Understands and has sensitivity to organizational cultures and the conditions that support organizational change. Promotes diversity and disability issues. Creates and leads a culture that is open, transparent, fair and welcoming; and at the same time a culture that is dynamic, innovative and progressive.
- ❖ **Integrity:** Widely trusted; presents the truth in an appropriate and helpful manner; keeps confidences; sees things from multiple perspectives; admits mistakes; accountable; delivers on commitments. Is fair, honest and accountable.
- ❖ **Leader:** Motivates, encourages, mentors and coaches. Is accessible and approachable. People follow your lead. Creates a climate where people want to do their best. Pushes decisions down and empowers others. Invites input and shares ownership. Makes individuals feel their work is important and valued. Is someone people like working with and for. Inclusive and welcoming, not operating in silos. Manages by walking around and being highly visible to the College community and its stakeholders.
- ❖ **Political acumen:** Savvy; knows how to build and maintain relationships. Manoeuvres effectively through complex political situations. Anticipates resistance and plans a win/win approach accordingly. Is sensitive to how people and organizations function. Understands the importance of tact and diplomacy in a political setting. Understands the importance of

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits.

Relocation will be provided if required.

Further details will be discussed in a personal interview.



consultation while being able to make difficult decisions. A mentor and mediator able to resolve differences and, when necessary, make tough decisions.

- ❖ **Skilled relationship-builder**: Develops and nurtures strong relationships with all stakeholders. Builds and renews relationships, internally and externally, being able to develop and maintain a personal and institutional presence in multiple communities. Shares information and solicits input and ideas. Represents the leadership of the College effectively and persuasively to faculty, staff, students and the external community. A collaborative and authentic person that elevates the reputation and status of Medicine Hat College.
- ❖ **Strategic**: Strategic thinker and risk-taker. Anticipates trends and possibilities. Is future-oriented, able to create competitive and breakthrough strategies and plans. Transforms, propels and drives an organization forward. Understands the values and structure of a progressive and ever-changing comprehensive community college.
- ❖ **Student-centric**: Improves the overall student experience to support learning and success. Is student-focused, accessible and listens. Promotes a strong relationship with all students, and works for their better interest, and the best interests of Medicine Hat College.
- ❖ **Team Player**: Inclusive, encouraging and engaging. Able to blend people into teams when needed. Creates strong morale. Promotes excellence. Shares wins and successes. Fosters open dialogue. Lets people finish and be responsible for their work. Defines success in terms of the whole team. Creates a feeling of belonging and purpose.
- ❖ **Visionary/Innovator**: Sees the big picture. Understands the challenges post-secondary institutions face and the need to embrace change. Develops support for change initiatives. Action-oriented. A smart risk-taker that has the courage to be progressive and transformative. Able to execute on a vision and knows how to move a complex organization through transformative change. Builds, articulates and pursues a progressive vision for Medicine Hat College, promoting its unique advantage and brand.

FOR MORE INFORMATION:

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