

Job Description

Executive Director

Approved: August 10, 2026

ORGANIZATION PROFILE:

The Integrated Cadastral Information Society (ICI Society) was incorporated under the Societies Act in May 2001 to facilitate and streamline geospatial information sharing. The ICI Society is a one-of-a kind data-sharing model founded on collaboration, expertise, and trust that for over two decades has integrated and shared geospatial data such as cadastral parcels, civic addresses, utility infrastructure, and zoning to support the ICI Society's nearly 300 members.

The ICI Society plays a key role in fostering collaboration among its members, hosting User Conferences, and providing education and training on key geospatial data and services. The ICI Society also funds grant programs to enhance the quality, accuracy and delivery of geospatial data and is dedicated to fostering a dynamic and inclusive community where geospatial information is seamlessly integrated, accessible, and utilized to support sustainable land management, economic development, and informed decision-making. Collaboration in sharing geospatial data among ICI Society members offers numerous benefits, even for those members operating in what would otherwise be considered to be competitive markets. Provincial government, local government, utility and associate members gain access to a richer, more comprehensive dataset that enhances decision-making and operational efficiency by pooling and sharing their collective resources and data.

Collecting geospatial data closest to source, from the authoritative custodian, is a core priority of the ICI Society to ensure the data is accurate, current, and easily accessible by its members. The ICI Society facilitates collaboration among members and positions its members to make well-informed data-driven informed decisions through its well-established GeoShare data exchange system and supporting data sharing workflows that seamlessly extract, transform and load disparate data into the DataShareHouse.

The ICI Society's 15-person Board of Directors is committed to investing in new initiatives which emphasize and support the value of the ICI Society membership and those that further support the streamlining of processes, improving data quality and access, and enhancing the overall efficiency of geospatial operations for ICI Society members by leveraging emerging and innovative approaches to geospatial data management.

POSITION PURPOSE:

The Executive Director must possess a high level of understanding and sensitivity to political and public policy issues relating to the use and sharing of geospatial information. This knowledge is essential for supporting a membership with diverse priorities and interests. With a clear vision, energy and commitment to advancing the ICI Society and the business model, the Executive Director works closely with all stakeholders to foster cooperation, increase understanding and facilitate collaboration toward a common goal – integration and access of spatial data for the socio-economic benefit of British Columbia.

The Executive Director is hired by the Board of Directors and is responsible for:

- the overall leadership, operations management and administration of the ICI Society;
- the successful delivery of the strategic plan set by the Board of Directors; and,
- supporting and enabling positive external relations relating to members' requirements, needs and services.

Reporting to the Chair of the Board of Directors, the Executive Director serves as a catalyst, providing strategic oversight, leadership and guidance to achieve the ICI Society's vision, while delivering value through collaboration and trust.

The Executive Director actively engages with all Local Government, Provincial, Utility, First Nation, and Associate members in advancing the ICI Society's vision:

"To inform better decision-making by collecting and sharing geospatial data and leveraging relationships for the benefit of our members within British Columbia."

KEY RESPONSIBILITY AREAS:

The key responsibilities associated with the Executive Director position include, and are not limited to:

Leadership, Board and Governance

- The ED leads the organization and oversees the Operation Team with the objective of delivering services that achieve business objectives with integrity, fairness and transparency;
- Acts as an ex-officio member of the Board of Directors, ensuring Directors have all the information necessary to properly exercise their responsibilities. Reports to the Board of Directors on a timely basis, on all relevant information regarding the ICI Society's operations;
- Provides support to the Board of Directors by preparing meeting agendas and supporting materials in advance of Board meetings and performs other related duties as requested by the Board;
- Serves as a professional advisor to the Board on all aspects of the ICI Society's activities, identifying, assessing and informing the Board of internal and external issues that affect the ICI Society and contributes to the collective decision making on corporate priorities and strategic objectives;
- Develops and presents clear decision notes and recommended courses of action to the Board of Directors for consideration and decision;
- Fosters effective teamwork between the Board of Directors, its Committees and the Executive Director and between the Executive Director and ICI Society staff;
- Ensures the provision of a quality and safe workplace and that all staff are motivated, guided and directed to contribute their maximum to the realization of the organization's mission, vision, goals and objectives; and,
- Works to increase the ICI Society's visibility, apply influence to strategic initiatives and build public relations awareness and support.

Strategic Program Planning and Management

- Oversees the development and implementation of a Board of Directors approved overall strategy to proactively position ICI Society to achieve its vision;
- Drafts policies and related standards and guidelines for the approval of the Board of Directors and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board of Directors as appropriate;
- Identifies strategies to minimize or mitigate risks to the ICI Society's success and presents to the Board for decision to action;
- Prepares procedures to implement organizational policies; reviews existing policies on an annual basis and recommends changes to the Board as appropriate;
- Oversees the efficient and effective day-to-day operation of the ICI Society, overseeing its interaction with external stakeholders and members and provides leadership to, and management of employees and volunteers;
- Develops an operational plan which sets the goals, objectives, directions and metrics that work towards the strategic direction of the ICI Society;
- Oversees the development and delivery of program initiatives which emphasize and support the ICI Society's value proposition;
- Identifies opportunities for improved information sharing and collaboration among members and promotes information use and process improvements that directly benefit members;
- Ensures the data and security of all ICI Society information is securely stored, privacy/confidentiality is maintained and the information is securely disposed of when no longer required (retention, disposal date, working copies, etc.);
- Works closely with members to provide new geospatial mapping services, ensuring programs encourage innovative approaches, technologies and skills to enhance the Society's value to its members;
- Ensures that ICI Society's services and functions are efficiently delivered to address priority issues and needs of the member segments.
- Identifies market opportunities and works closely with members to provide new geospatial mapping services, ensuring programs encourage innovative approaches, technologies and skills to enhance the ICI Society's value to its members; and,
- Ensures that ICI Society's services and functions are efficiently delivered to address priority issues and needs of the member segments.

Communications, Stakeholder and Public Relations

- Establishes partnerships and fosters collaboration with provincial and local governments, utility companies, First Nations and associate members, demonstrating an in-depth understanding the specific value proposition to the ICI Society of each stakeholder;
- Develops good working relationships and regular communications with all stakeholders;
- Exercises influence and persuasion in a climate of divergent stakeholder expectations and objectives to meet the sometimes conflicting objectives of industry and government; and,
- Acts as the ICI Society's spokesperson as required.

Human Resources

- Provides strong, effective and highly visible leadership to all employees, creating an environment which attracts and retains appropriate talents and allows staff to capitalize on their full potential;
- Determines staffing needs; manages staff to ensure rapid, efficient and productive implementation of programs; manages outside agencies and consultants as required;
- Reviews job descriptions on an annual basis to ensure job descriptions are up to date and aligned with the ICI Society's vision, strategy and operational plan;
- Ensures an effective compensation program is in place to support a performance-based management plan within the constraints of a not-for-profit organization;
- Empowers employees to identify innovative approaches to enhance organizational performance; and,
- Ensures annual reviews of employees' job performance, fostering the development of management practices that focus on clear accountabilities, a positive corporate culture and continuous learning.

Performance Management

- Oversees the establishment of evaluation criteria for ICI Society programs and investments;
- Monitors trends and progress towards established goals and objectives ensuring that all staff are accountable for performance management within their job responsibilities and reports on progress; and,
- Ensures systems are in place to manage records and to provide appropriate information for statistical analysis, planning and implementation as it relates to the ICI Society's mandate and overall performance.

Finance and Administration

- Responsible for overseeing the administration of operations staff and procedures, budgeting and contract administration, ensuring accountability for establishing structures, processes, setting performance-based standards and measures and implementing compliance monitoring, auditing and reporting; and,
- Ensures a Board of Directors approved audit schedule is in place and all finance and administration processes and procedures are transparent and accountable.

QUALIFICATIONS:

Education and Experience

- An undergraduate degree in a related field (such as commerce, public or business administration, geography, land use planning) and a post graduate degree such as an MBA or MPA or equivalent education and experience;
- A minimum of four years related experience in a senior position requiring significant strategic, leadership, innovation and financial accountability in areas like technology, database management, geospatial information management, land use planning, business development);
- Demonstrated success in working with a Board of Directors, Council, or Executive Team in a large organization with a committee structure;

- Experience managing people and implementing human resource policies and procedures in a customer-oriented environment;
- Experience working with varied stakeholder groups, developing consensus and collaborative working relationships;
- Experience in financial management at a senior level, managing budgets, forecasting, cash flow, resources and reporting;
- Experience in policy development and/or program development and delivery implementation;
- Experience overseeing multiple projects;
- Experience conducting complex research and analysis related to land use, resource management, or land development issues would be an asset; and,
- Experience working for a government organization or not-for-profit would be an asset.

Additional Knowledge, Skills and Abilities

- Demonstrated knowledge of any of the following areas would be an asset: government (local and provincial) operations, a geo-spatial environment, land use management issues, utility infrastructure or First Nations land use issues;
- Demonstrated knowledge of data management, data domains and/or marketing would be an asset;
- Demonstrated knowledge of the principles of effective communications, public relations and marketing as they relate to the promotion of a not-for-profit;
- Strong strategic planning and management skills;
- Demonstrated ability to set priorities, counsel and effectively influence stakeholders; strong leadership, initiative, conflict resolution and interest-based negotiation skills;
- Ability to manage multiple high-visibility projects and work teams in a fast-paced environment;
- Ability to plan, organize and communicate effectively to diverse groups;
- Ability to summarize, along with the ability to assimilate information from a variety of sources, analyze information and make recommendations for appropriate actions as necessary;
- Ability to direct and implement the development of written, oral and online communications linked to meeting business objectives, responding to issues and dealing with critical situations;
- Ability to understand and communicate complex issues clearly and accurately, demonstrating interpersonal, listening and communication skills; ability to work cooperatively and strategically in a team environment with all levels of stakeholders or independently as required;
- Leadership abilities within a team environment, establishing collaborative working relationships while maintaining a high level of independent action;
- Excellent writing, analytical and presentation skills with superior attention to detail; and,
- Good computer skills and relevant software applications, along with an understanding of database and geospatial technology.

CORE COMPETENCIES

Business Acumen

Business acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

Decisive Insight

Decisive insight combines the ability to draw on one's own experience, knowledge and training and effectively problem solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

Engaging External Partners

Engaging external partners identifies and involves external stakeholders in order to foster long term partnerships.

Holding People Accountable

Holding people accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

Impact/Influence

Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

Innovation

Innovation indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

Leadership

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The 'team' here should be understood broadly as any group with which the person interacts regularly.

Managing Organizational Resources

Managing organizational resources is the ability to understand and effectively manage organizational resources (for example: people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results.

Relationship Building

Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages.

Strategic Orientation

Strategic orientation is the ability to link long range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices