



**Employee Benefit Funds  
Administration Ltd.  
(EBFA)**

4211 - 95th Street NW  
Edmonton, AB T6E 5R6



# **EXECUTIVE PROFILE**

## **POSITION**

CHIEF ADMINISTRATIVE  
OFFICER

## **ORGANIZATION**

EMPLOYEE BENEFIT FUNDS  
ADMINISTRATION LTD.  
(EBFA)

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## **LOCATION**

EDMONTON, AB, CANADA



## **ABOUT EMPLOYEE BENEFIT FUNDS ADMINISTRATION LTD.**

Employee Benefit Funds Administration (EBFA) Ltd., a non-profit organization, administers benefits for three union trust funds. Governed by a Joint Board of Directors from the Labour and Management sectors, EBFA is committed to delivering outstanding service, contributing positively and significantly to the well-being of plan members and beneficiaries.

## **POSITION OVERVIEW**

The successful Candidate will be a dynamic professional who, as the top executive, will have the distinct pleasure of leading a team of committed and knowledgeable individuals. This opportunity offers significant personal fulfillment through collaboration with staff and board members responsible for managing and servicing the Trust Funds.

## **KEY RESPONSIBILITIES**

- Provide strategic and operational leadership to the organization.
- Foster a collaborative, adaptable, and positive workplace culture.
- Oversee a team of approximately 30 employees, including senior managers and unionized staff, ensuring high productivity and excellent customer service.
- Develop strong partnerships within the organization and with external stakeholders, including government agencies.
- Lead strategic planning and execution to enhance organizational effectiveness.
- Manage change initiatives, promoting cooperation across diverse groups.

## **QUALIFICATIONS**

- An effective leader with a proven track record at the senior leadership level, skilled in fostering a productive and engaging work environment.
- Experienced in leading a cohesive team committed to upholding exceptional service standards and continually improving customer interactions.
- Strong communication skills; highly effective in both verbal and written forms, with the ability to interpret and implement direction and feedback.
- Proven capability to cultivate robust relationships with internal teams and external parties, such as professional service advisors and governmental bodies.



- Capability to provide overall leadership in the development of strategic visions.
- A team builder and director who excels in efficiently delivering projects/tasks from inception to completion in alignment with communicated timelines, and who possesses skills in prioritization, delegation, and empowering staff to step into leadership roles.
- Demonstrable and strong skills in human resources, with a high level of leadership including team development and performance management.
- Skilled in leading and coordinating change management efforts, adept at fostering collaboration among varied teams and disciplines.
- Committed to continual professional development through conferences and training sessions, encouraging a culture of learning and development across the organization.
- Goal-oriented and results-driven, with consistent consideration for risk management, maintaining confidentiality, and exemplifying professionalism and organizational values.
- Technically savvy, able to navigate computer software applications including MS Office Suite, and comfortable adopting new technologies that enhance organizational effectiveness.

**Though not required, preference may be given to candidates with the following additional skill set:**

- Post-secondary education and/or a professional designation in a relevant field.
- Experience and familiarity working in collaboration with union stakeholders.
- Prior experience working directly with Boards of Directors, including reporting, advising, and implementing board-directed policies and strategies.
- Experience in the fields of Pension and Benefits.
- Strong working knowledge of financial investments and benefits services in an institutional environment.
- Sound knowledge of non-profit finances and fiscal responsibility, with proven experience in budget planning and development.

This position provides a highly competitive salary, as well as participation in our industry's best-in-class defined benefit pension plan and comprehensive health and welfare plan.

# PENDER & HOWE

EXECUTIVE SEARCH

EBFA has retained Pender & Howe Executive Search to lead the recruitment initiative for their Chief Administrative Officer position.

Pender & Howe Executive Search is a boutique firm specializing in executive and board searches, along with strategic advisory services. The firm's distinct approach is characterized by its collaborative partnerships with human capital leaders, governing boards, and executives, enabling it to discover exceptional talent.

The team at Pender & Howe, comprised of accomplished consultants with extensive global experience, delivers a bespoke retained service that strengthens executive leadership teams, setting the firm apart in the competitive landscape.

Pender & Howe has a strategic presence in key North American cities such as Edmonton, Vancouver, Montreal, Toronto, Boston, and New York. This is strengthened by an expansive global reach across 40 countries and 90 cities, facilitated by its alliance with Kestria, ensuring effective representation in local markets for international organizations. Serving a diverse array of clients, from venture capital-backed innovators to global public entities, the firm's portfolio showcases its adaptability to various organizational needs and stages of development.

Pender & Howe is driven by the belief in the transformative power of diversity to foster creativity, collaboration, and critical thinking. This principle is not only crucial to innovation but also reflects the multifaceted nature of global markets.

For more information, visit [penderhowe.com](http://penderhowe.com)

For consideration, please email a copy of your CV  
in confidence to:



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