



Calgary Region Immigrant Employment Council

OPPORTUNITY PROFILE

Executive Director

Empowering Immigrants. Enriching Calgary.

Calgary Region Immigrant Employment Council (CRIEC) is a dynamic, not-for-profit organization dedicated to connecting internationally trained professionals with strategies to achieve meaningful employment in Calgary. CRIEC bridges the gap between internationally trained professionals and meaningful career opportunities by fostering partnerships and developing programs that empower immigrants to thrive in Calgary’s workforce. For 15 years, CRIEC has partnered with community partners, mentors, and employers to help immigrants thrive in their careers.

Vision Statement

Building a thriving community strengthened by its diversity, where newcomers can find career fulfillment and maximize their potential.



Mission Statement

Connecting newcomers with professional advancements and pathways to enrich our community and the economy.

CRIEC’s Clients

CRIEC provides a suite of programs designed to empower internationally trained professionals and equip them for Calgary’s workforce. From one-on-one mentoring to job readiness workshops and networking events, CRIEC ensures every individual has access to the tools and resources they need to succeed.

- Pre-Arrival Support: Access tools and online sessions to help guide clients on their journey to Canada.
- Mentorship (1:1 and Cohort): Personalized guidance from experienced professionals.
- Job Readiness Workshops: Learn skills for resumes, interviews, and accreditation.
- Opportunities to Connect with Employers: Network with Calgary industry professionals and employers through tailored events.
- Work Placements (for select programs): Select, industry-specific programs offer the opportunity to be placed with a local employer.

Learn more:

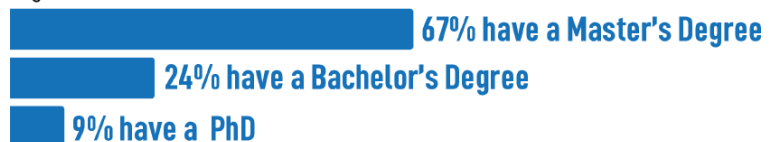
criec.ca

CRIEC 2025 Impact Report:

criec.ca/resources/impact-reports/

Education Distribution Before Moving to Canada:

Highest Education Obtained



Top 6: Professional Background of our clients:

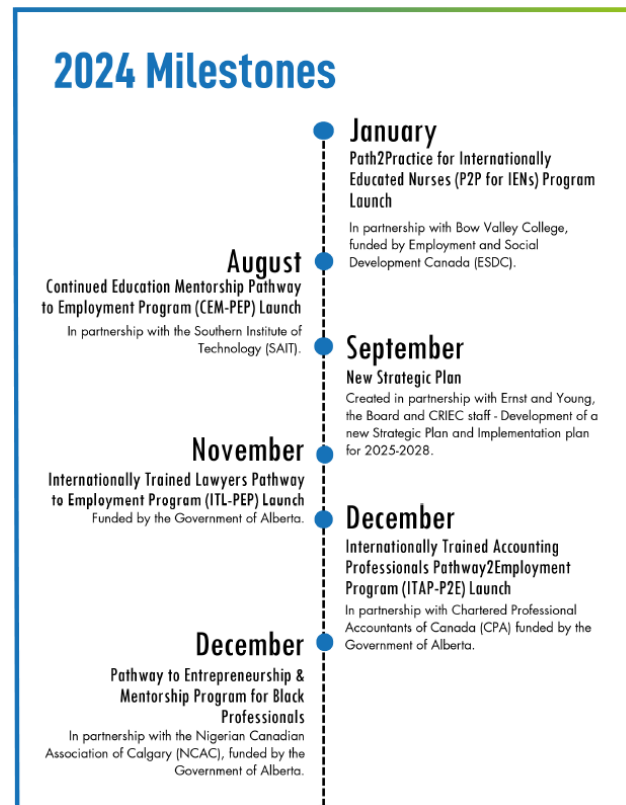


The Role: Executive Director

The CRIEC Executive Director provides both strategic and operational leadership to advance the organization’s mission of supporting internationally trained professionals in building meaningful careers.

Reporting to the Board of Directors, the Executive Director establishes strategic priorities, oversees day-to-day operations, program delivery, and financial sustainability while fostering a culture of respect, inclusion and belonging, working collaboratively and strengthening relationships internally and externally.

As CRIEC’s spokesperson and ambassador, the role engages employers, community partners, funders, and government to strengthen partnerships, secure resources, and champion diversity and inclusion. This is an exciting opportunity for a visionary leader to enhance CRIEC’s impact and contribute to a more inclusive and prosperous Calgary region.



Key Accountabilities

Leadership and Strategy

- Provide leadership, mentoring and coaching to a team of professionals, fostering a positive and collaborative workplace culture that values the success of the organization and the development of the team members
- Provide visionary leadership to align all activities with CRIEC’s mission, vision, and values working with and through the Director of Finance and Administration, Director of Programs and Director of Research, Strategy and Evaluation.
- Facilitate strategic planning and implementation; regularly evaluate impact and adapt programs, as necessary.

Operational and Program Oversight

- Lead and direct all aspects of day-to-day operations, including program delivery, evaluation, and reporting.
- Ensure high standards of client service, particularly in the delivery of mentoring and employment support programs.

- Develop and implement policies and procedures that promote efficiency, effectiveness, and compliance.

Financial and Budget Management

- Oversee the organization’s finances, including budgeting, cash flow, financial controls, audits, risk and compliance.
- Lead fundraising initiatives, engage with donors, and pursue grants and partnership opportunities to ensure sustainability.
- Pursue CRIEC’s fee-for-service social enterprise to raise unrestricted funding
- Report accurately and transparently to the Board on financial matters.
- Provision of Management Discussion & Analysis (MD&A)
- Monitor internal controls and maintain an up-to-date risk register

Community Engagement and Partner Relations

- Act as the primary spokesperson and ambassador for CRIEC; build robust relationships with employers, community partners, funders, government, clients, and the media.
- Champion diversity and inclusion in all outreach and programming.
- Represent CRIEC at events, panels, and in networks to further its mission.



Board, Committees, and Governance

- Support and collaborate with the Board of Directors; provide timely updates, facilitate meetings, and prepare reports.
- Ensure alignment between board policies and operational practices; implement board directives.
- Help develop board capacity and actively engage with members.
- Engage and work with CRIEC Board committees

Mentorship and Capacity Building

- Create an organizational culture of mentorship for the team where learning and growth are prioritized for both staff and clients.
- Leverage the expertise of staff, board, and community partners to support internationally trained professionals in their career journeys.

The Person

The ideal candidate is an accomplished leader with a strong track record of advancing mission-driven organizations. A bachelor’s degree is required, with a master’s degree in a relevant field considered an asset. Candidates will bring 5–10 years of progressive senior leadership experience, preferably within the non-profit, immigrant-serving, or employment sectors. They will demonstrate expertise in management, operations, financial management, budgeting, and fundraising, combined with a proven ability to mentor, coach, and inspire teams.



This leader will be skilled in community engagement, leading teams, partnership development, building and strengthening relationships and public speaking, with highly developed communication, negotiation, and interpersonal skills. A working knowledge of Calgary’s employment landscape and the issues affecting immigrants will be essential. A commitment to diversity, inclusion, fostering psychological safety and CRIEC’s core values is fundamental to success in this role.



Additional assets include proficiency in digital tools, communication platforms, and data analysis software, as well as experience engaging with boards and delivering strategic updates.

Strategic Leadership

Brings vision and direction to guide CRIEC’s mission, translating strategy into action while fostering innovation and adaptability in a dynamic environment.



People Leadership

Inspires and mentors staff through coaching, collaboration, and professional development, while nurturing an organizational culture rooted in inclusion, learning, and growth.

Operational and Financial Acumen

Demonstrates strong management of operations, budgeting, risk management and financial sustainability, with the ability to balance resources effectively to achieve organizational priorities.



Community Engagement

Builds and sustains strong relationships with employers, partners, funders, and government, acting as a credible and persuasive ambassador for CRIEC in the broader community.

Communication and Influence

Exhibits exceptional communication, negotiation, and presentation skills, with the ability to engage diverse audiences and represent CRIEC confidently in public forums.

Commitment to Inclusion

Demonstrates deep commitment to diversity, equity, and inclusion, ensuring CRIEC's values are embedded across programs, partnerships, and organizational practices.

Express Your Interest

Email a convincing cover letter and a tailored resume to Shalini Bhatta or Heather Fookes at apply@leadersinternational.com, including the job title in the subject line of the email.

Leaders Executive Search

www.leadersinternational.com