
ASSOCIATE CHIEF EXECUTIVE OFFICER

(Toronto, ON)

File #: 2023 – 014

Founded over 100 years ago, our client, [The Toronto Regional Real Estate Board \(TRREB\)](#) is one of Canada’s most “iconic” not-for-profit corporations serving over 70,000 members focused upon advancing their professionalism and success. The organization is highly respected, very established, stable and solid with a headcount of approximately 100+ Professional Staff (an authority within the business landscape). TRREB is a noted “brand” entity and industry leader within the GTA, the surrounding business community, the Province of Ontario, Canada and North America.

The Executive Leadership Team, in conjunction with the Board of Directors, recognize the importance of progressive succession planning. The succession plan requires a period of transition to sustain and perpetuate the organization’s established culture and to advance future initiatives. This position holds significant importance and will play a pivotal role in TRREB’s continued growth and success.

The Associate CEO, is expected to play a critical role in TRREB’s succession and transitioning plans, supporting the incumbent, long-standing CEO, driving strategic planning, enhancing operational efficiency, managing external relationships, ensuring financial sustainability, monitoring industry trends, fostering innovation, and promoting a positive work culture. The focus of the Associate CEO role is to significantly contribute towards advancing TRREB's mission, goals, and standing as the leading organization within the Real Estate Industry.

In this role, the Associate CEO will have exposure to highly confidential material and/or information, ensuring that all sensitive information and/or materials, critical in nature, are properly stored and secured. Confidentiality and tact are essential.

ASSOCIATE CEO REPORTS TO: Chief Executive Officer & Board of Directors

OVERSIGHT / DIRECT REPORTS: Chief Operating Officer
Chief Financial Officer
General Counsel & Corporate Secretary
Chief Market Analyst & Director, Service Channels

PRIMARY RESPONSIBILITIES

The Associate Chief Executive Officer (Associate CEO) works closely with the CEO to provide strategic leadership and support in managing overall operations. The Associate CEO assists the CEO in formulating and implementing business strategies, policies, and procedures, ensuring the successful realization of the organization's goals and objectives.

The Associate CEO is expected to collaborate with the CEO in directing and controlling all aspects of the organization's activities, including Financial Management, Human Resources, and Operational Efficiency. Further, to act as a key liaison between the CEO and various departments, promoting effective communication and coordination.

PRINCIPAL DUTIES

1. Leadership & Strategic Planning

- Support the CEO in leading the organization by bringing forth direction and a comprehensive forward-looking vision for the future, ensuring alignment with the mission, vision, and goals of the association.
- Collaborate with the CEO and Executive Team to develop and update the strategic plan in conjunction with the Board of Directors on a regular basis, considering the evolving landscape of the profession/industry, regulations, market conditions, and Member needs.
- Participate in strategic discussions and provide insights and recommendations based on industry trends, market research, and Member feedback for informed strategic decision-making.

2. Operational Excellence

- Work closely with the CEO and Executive Team to evaluate and enhance operational processes, identifying areas for improvement and implementing strategies to increase overall efficiencies and effectiveness.
- Provide leadership and supervision to assigned departments, ensuring optimal performance, professional development, and alignment with organizational goals.
- Facilitate effective communication and collaboration between the CEO and department heads, fostering a cohesive and high-performing work environment.
- Continuously evaluate the organization's operational structure and workflow, making recommendations for streamlining processes and implementing best practices to optimize resource allocation and productivity.
- Provide recommendations for staffing and organizational changes as well as the engagement of consultants and contractors to enhance efficiency and Member service.

3. External Stakeholder Management

- Support the CEO in managing relationships with external stakeholders, including government entities, industry associations, partners, and other relevant organizations.
- Act as a representative and spokesperson for TRREB in the absence of the CEO, attending external events, conferences, and meetings to promote the organization's interests and build strategic partnerships.
- Cultivate and maintain strong relationships with key stakeholders, leveraging these connections to advocate for TRREB's mission and goals, influencing industry developments, and driving collaboration for mutual benefit.
- Collaborate with the CEO to identify and pursue opportunities for TRREB's involvement in industry initiatives, various committees, and task forces, ensuring the organization's voice is represented, and its interests are protected.

4. Financial Management & Compliance

- Collaborate with the Chief Financial Officer to ensure financial sustainability and sound fiscal management practices by developing and maintaining TRREB's budgets, financial reports, and forecasts.
- Assist in the implementation of policies and procedures to ensure compliance with legal, regulatory, and ethical standards, safeguarding the organization's financial integrity.

- Provide input and support in financial decision-making processes, assessing risks and identifying opportunities for financial growth and stability.
- Monitor financial performance and analyze key financial metrics, providing recommendations and strategies to optimize revenue generation, cost control, and resource allocation.
- Collaborate with the CEO and Executive Team to develop long-term financial plans and strategies that align with TRREB's goals and objectives.

5. Industry Trends & Innovation

- Monitor industry trends, best practices, and emerging technologies, conducting market research and analysis to provide recommendations for innovation and improvement.
- Stay up to date with market developments, regulations, and legislation that impact the industry, highlighting areas of potential concern or opportunities.
- Collaborate with the CEO and Executive Team to explore innovative strategies and initiatives to position TRREB as a forward-thinking, foremost leading and influential entity within the industry.
- Identify and assess potential risks and challenges in the industry landscape, providing proactive strategies and contingency plans to mitigate these risks and capitalize on emerging opportunities.
- Foster a culture of innovation and continuous improvement, encouraging creative thinking, experimentation, and adoption of new technologies and practices to spearhead/drive organizational growth and Member satisfaction.

6. Organizational Culture & Employee Engagement

- Promote a positive work culture within TRREB encompassing employee engagement, diversity, inclusion, and professional development opportunities.
- Collaborate with the CEO to develop and maintain relationships with key stakeholders, including Board Members, volunteers, and community partners, fostering a collaborative and supportive environment.
- Assist in coordinating and facilitating strategic planning sessions, Board Meetings, and other organizational events, ensuring effective communication, collaboration, and alignment of goals and initiatives.
- Support the CEO in implementing performance measurement systems and monitoring key performance indicators, providing feedback and guidance to direct reports and departments to drive organizational excellence.
- Undertake special projects and assignments as directed by the CEO, contributing to overall success and growth of TRREB.

7. Travel Requirements

- The Associate CEO may be required to attend various local and out-of-town conferences and business meetings outside of normal business hours, with occasional evening, overtime and weekend commitments (as required).
- Some travel within the GTA and surrounding areas is required (limited/infrequent travel may be required from time-to-time across Canada, the U.S. or Internationally).

HEALTH & SAFETY RESPONSIBILITIES

The incumbent will follow safe work procedures, knowing and complying with all health and safety regulations. Personal protection and safety equipment will be used if/when required. Any injury or illness, unsafe acts or unsafe conditions must be reported immediately to their Supervisor.

REQUIREMENTS

- Bachelor’s Degree in Business Administration, Management or Equivalent Professional Career Experience.
- Minimum 10 years’ experience in a senior leadership role, preferably within an association or industry-related organization (not-for-profit).
- In-depth knowledge of the Real Estate Industry/Profession and regulatory landscape is required.
- Strategic planning, implementation and execution of contemporary technologies and business initiatives.
- Excellent leadership and people management acumen.
- Effective communication, negotiation, relationship-building and managerial qualities.
- Financial acumen and budget management.
- Understanding of Government relations and advocacy.
- Familiarity with Educational Program Development and Membership promotion strategies.
- Ability to navigate complex Stakeholder Environments and constructively influencing decision-makers.
- Demonstrated ability to identify, mitigate and successfully manage business risks and outcomes.
- Regulatory compliance expertise.
- Technological proficiency and awareness of digital trends.
- A reliable vehicle and valid Ontario driver’s license are required for occasional travel within the GTA/Province.

EXECUTIVE COMPENSATION/OVERALL PACKAGE

An annual base salary reflecting the importance of this role within the organization accompanies this exciting mandate, together with an opportunity for an annual discretionary merit/performance bonus.

The compensation package also includes: staff holiday bonus (when applicable), Comprehensive Benefits (Annual Healthcare Spending Account, Annual Personal Wellness Account, etc.), Matching RRSP, Professional Membership Fees and Approved Training within a progressive, stable, established and professional environment.

CONFIDENTIALITY / SELECTION PROCESS

Due to the confidential nature of this assignment, full disclosure and complete transparency of the selection process will be communicated in compliance with the organization’s process and protocols.

APPLICANT PROTOCOL

All Candidates interested in pursuing this opportunity are welcome to forward their resume and corresponding cover letter in confidence (using PDF file attachment) quoting file **#2023 – 014** to tt@gmmcs.com. Prospective Candidates/Applicants may also wish to contact Mr. Tyczka directly at (416) 266-4434.

As a courtesy, given the senior nature of this opportunity, each applicant will be personally contacted. We thank all applicants for their interest and consideration.



Human Resource, Executive Search,
Organizational & Career Development Consultants