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Search for a Senior Manager, TUCFA The University of Calgary Faculty Association

The Faculty Association of the University of Calgary (TUCFA) represents all academic staff members at the University of Calgary and plays a central role in supporting its members through effective governance, policy development, and labour relations processes. As a member-driven organization, TUCFA works closely with its elected Board of Directors and Executive Committee to advance the interests of its members while fostering a strong sense of community and shared purpose. The organization operates with a small, dedicated team and is at a point where it is seeking to build on its strengths by modernizing practices, enhancing operational effectiveness, and strengthening how it engages with its members.

Reporting to the Executive Committee of the Board, the Senior Manager serves as the operational and cultural anchor of the organization, ensuring alignment between the strategic direction set by the Board of Directors, and the day-to-day work of TUCFA employees. The Senior Manager oversees a team of approximately six employees, supporting their development while fostering a collaborative, respectful, and purpose-driven workplace culture. The role is responsible for translating Board direction into clear processes and practices, strengthening internal procedures, and identifying opportunities to modernize systems and improve efficiency. The Senior Manager supports the implementation of policies in accordance with established direction, while also enhancing communication practices and ensuring that information flows effectively between the Executive Committee and TUCFA employees to effect policies and align with TUCFA's constitution. Oversight includes maintaining sound administrative and financial practices, attending TUCFA standing and ad-hoc committees where required, and ensuring that processes and procedures are consistently applied and well understood.

The ideal candidate brings a combination of leadership, sound judgment, and strong interpersonal skills, with demonstrated experience managing people and improving organizational effectiveness. This person will understand governance structures and how Boards function, along with experience working within policy-driven environments, supporting structured processes, and the ability to navigate complex and sometimes sensitive matters with professionalism and discretion. The successful candidate will bring experience in change management and a track record of introducing new ideas that enhance how organizations operate, alongside strong communication skills and the ability to listen, synthesize, and respond thoughtfully. A minimum of a bachelor's degree is required, and an MBA considered an asset. Candidates may come from a variety of sectors, including not-for-profit organizations, associations, or membership-based environments, bringing experiences that will support the ongoing effectiveness and evolution of TUCFA.

About the University of Calgary Faculty Association

TUCFA proudly represents ~2,600 academic staff members at the University of Calgary across fourteen Faculties. TUCFA is a union and is responsible for negotiating the Collective Agreement with the Board of Governors, providing information to members, and protecting members through informal and formal processes. TUCFA also represents members in the Councils of the University, and various university standing committees, and faculty committees. TUCFA is affiliated with the Canadian Association of University Teachers (CAUT) and is the sixth largest faculty association in the country. To learn more, visit www.tucfa.com.

Janet Soles and Associates executive search has been retained to support this important recruitment. To explore this opportunity further or to apply, please send an email to apply@jssearch.ca and include "Senior Manager, TUCFA" in the subject line of your email. Applications should include a cover letter and curriculum vitae.