



## **Saskatchewan Association of Chiefs of Police - Job Opportunity**

### **Position: Executive Director**

Closing Date: **June 15, 2025**

Start date: **October/November 2025**

#### **Job Profile:**

The Saskatchewan Association of Chiefs of Police (SACP) is searching for a qualified and driven individual to serve as its next Executive Director.

The Association is composed of executive-level police and law enforcement leaders working together for the development of policing in Saskatchewan and speaking on behalf of police leadership.

#### **SACP objectives:**

- To be leaders in crime prevention and public safety
- Promoting strong police leadership within Saskatchewan
- Advocating community partnerships with the people of Saskatchewan
- Advocating the highest professionalism and ethical standards
- Promoting excellence through the provision of service, support and excellence to its members
- Establish a forum for members characterized by fellowship, trust, cooperation and liaison
- Support the work of and maintain a direct relationship with the Canadian Association of Chiefs of Police
- Effectively communicate concerns to the appropriate levels of authority

Reporting to the Executive Board of the Saskatchewan Association of Chiefs of Police, the Executive Director is responsible for the day-to-day operations of the Association and for contributing to the vision and leading the implementation of the Association's mandate.

The Executive Director provides information and advice on the Association's strategic objectives and business planning, communications, risk management, work planning and fund development activities.

The Executive Director plays a critical role in ensuring the Association has the capacity to participate in and contribute to multi-agency working committees on topics related to law enforcement and community safety.

Through participation on these committees and direct communication with government agencies and non-governmental organizations, the Executive Director represents the Association and promotes its mandate.

The Executive Director may also act as a spokesperson for the Association, speaking on its behalf to all levels of government, including senior political staff and elected officials as required, inclusive of the Minister of Justice, as well as the media and public.

The Executive Director oversees the Association's day-to-day activities and provides crucial support to its Executive. This support includes:

- Researching emerging trends, proposed legislation and issues
- Developing and delivering learning events for Association members
- Coordinating law enforcement input into public engagement processes for provincial and federal initiatives related to law enforcement and community safety
- Liaising with and supporting the Canadian Association of Chiefs of Police
- Participation in the Western Police Chiefs Association and the National Chief of Police Associations Executive Directors Committee
- Researching and initiating grant and sponsorship opportunities
- Meeting with member agencies and stakeholders
- Providing advice and opinions to the Executive
- Preparing agendas for all meetings of the SACP
- Arranging in-person or virtual meetings as required
- Organizing the biannual conferences/meetings
- Administers the SACP Finances including daily banking, invoicing and collecting membership dues and the Executive Director agency assessments, preparing financial reports and the budget, preparing financial records for an annual financial review and CRA report.
- Works with the contracted webmaster to keep the SACP website current
- Maintains a positive relationship with the Saskatchewan Federation of Police Officers, the National Police Federation, the Saskatchewan Police Commission, the Ministry of Policing, Corrections, and Public Safety, SGI, SLGA and other stakeholders.

Conditions:

- Canadian Citizen or Permanent Resident
- Valid driver's license and ability to travel within Saskatchewan and nationally as required
- Must successfully complete a level 3 security check to attend meetings in secure police facilities and have access to sensitive information
- Ability to work independently and with little guidance.
- Ability to maintain harmonious working relationships

Experience/Skills/Education:

- Senior or Executive Officer within an SACP member agency
- Undergraduate degree in an applicable or related field (such as Law, Criminology, Sociology, Commerce, Business Administration, Political Science) or equivalent experience
- Experience in general work planning and strategic planning
- Strong research, analytical and problem-solving skills
- Ability to communicate effectively both verbally and written with a variety of people
- The ability to build effective relationships and partnerships with government, as well as external individuals and organizations

- The ability to initiate responsible action under limited supervision
- Flexible with the ability to set and adjust priorities in response to changing and emerging issues and timelines
- The ability to establish and maintain a positive, respectful, healthy work environment that supports the physical, psychological and social working relationships with members at all levels in a team environment
- Demonstrated knowledge of provincial and municipal government and police agency mandates
- Experience developing reports, briefing notes and presentations that facilitate informed decision-making
- Experience conducting benchmarking studies to identify precedents and successful practices in other jurisdictions
- Experience developing communication strategies and supporting materials, including position papers, communications plans, presentations, speaking points and website content
- Proficiency with Microsoft Office (Word, Excel, Outlook and PowerPoint)

Additional Qualifications:

- Significant experience working in a law enforcement and/or community safety context (desired)
- Experience working across police agencies (desired)
- Experience in government relations and/or advocacy work (desired)
- Experience coordinating and delivering professional development training (desired)
- A combination of experience and education will also be considered

Office Location:

Remote work

Compensation:

As determined by the Executive Board – commensurate with experience

***Submit your interest by providing a cover letter and your CV to: Nicole Bailey [nbailey@reginapolice.ca](mailto:nbailey@reginapolice.ca)***

**Deadline: June 15, 2025**

Only those selected for interviews will be contacted.