



# BCACP Executive Director

<b>STATUS:</b>	Full-time, Permanent
<b>LOCATION:</b>	Vancouver, BC
<b>HOURS OF WORK:</b>	37.5 hours per week, with flexibility for occasional evenings and weekends
<b>SALARY:</b>	\$120,000–\$140,000 per annum (commensurate with experience)

## ABOUT BCACP

The British Columbia Association of Chiefs of Police (BCACP) is a provincial organization dedicated to advancing public safety, policing excellence, and community well-being. BCACP provides leadership, advocacy, and collaboration among law enforcement agencies across British Columbia.

## POSITION SUMMARY

The Executive Director leads the strategic planning, program development, and administration of BCACP. This role ensures governance excellence, operational efficiency, and effective representation of BCACP at provincial, national, and international forums. The Executive Director works closely with the Board of Directors, member agencies, and external stakeholders to advance the organization’s mission.

## ESSENTIAL DUTIES

### Leadership & Governance

- Provide strategic leadership and oversee organizational planning and administration.
- Ensure governance excellence and compliance with policies and procedures.
- Report progress regularly to the President and Board of Directors.

### Stakeholder Engagement

- Represent BCACP at national and international forums, meetings, and conferences as required.
- Build and maintain relationships with government ministries, RCMP and municipal policing agencies, and other policing associations ensuring collaboration across jurisdictions.

### Operations & Administration

- Manage financial operations, including budgeting and stewardship.
- Oversee communications, including website, social media, and public relations.
- Coordinate conferences, meetings, and events, ensuring all logistics are managed effectively.
- Conduct environmental scans on policing trends and community safety issues

## QUALIFICATIONS

### Required:

- Minimum of 5 years’ experience in public administration, management, or government relations.
- Proven experience in strategic planning, program development, and organizational administration.
- In-depth knowledge of public administration, government relations, and management practices.
- Familiarity with law enforcement organizations, policing legislation, and emerging trends.
- Strong communication skills (written and verbal) and ability to convey complex information clearly.
- Strong understanding of and experience working with diverse and Indigenous communities.
- Demonstrated ability to manage multiple priorities and work independently.



## QUALIFICATIONS (Cont'd)

### Required:

- Demonstrated ability to lead and manage large, complex events (e.g., conferences, seminars).
- Experience in financial management and event coordination.
- Experience in obtaining sponsorship and funding in an ethical manner.
- Recent exposure dealing with non-profit organizations.

### Preferred:

- Experience in policing, law enforcement, or a related field.
- Knowledge of equity, diversity, and inclusion principles, especially in policing contexts.
- Recent experience in crisis communications and media relations.
- Recent knowledge of international and national policing practices and issues.

## EDUCATION

- Undergraduate degree in a relevant field or equivalent combination of education and experience.
- Preferred: Degree in public administration, law enforcement, or political science.

## OTHER REQUIREMENTS

- Ability to obtain a successful security clearance.
- Willingness to travel provincially, nationally, and internationally.
- Flexibility to work evenings and weekends as required.

## APPLICATION PROCESS

**Posting Period:** December 1, 2025 - December 18, 2025

**Application Deadline:** 3.00pm, Thursday December 18, 2025

Interested applicants should submit a cover letter and resume to:

**Deputy Chief Andrew Chan, President, BCACP**

Email: [amanda.hothi@vpd.ca](mailto:amanda.hothi@vpd.ca)

Applications will be reviewed by a Selection Committee. Shortlisted candidates will be invited for interviews, which will include situational and behavioral questions. Reference checks will follow for preferred candidates. The Board of Directors will make the final appointment.

BCACP is committed to equity, diversity, and inclusion in its hiring practices. We thank all applicants for their interest; only those selected for interviews will be contacted.