

Chief Administrative Officer

Town of Gander Newfoundland and Labrador



The Town of Gander, Newfoundland and Labrador, is more than a place on the map—it's a fast-paced, forward-looking community with a progressive outlook and a legacy of innovation. Known as the “Crossroads of the World,” Gander blends rich heritage with a growing, diverse population that’s shaping the town’s vibrant future. We’re seeking a Chief Administrative Officer who can provide dynamic leadership to a team of approximately 130 staff and manage a budget of around \$23 million. This role offers the chance to drive strategic growth and embrace Gander’s community spirit and forward-thinking approach. Join us in a town where resilience, warmth, and opportunity come together to make every day an exciting adventure in building our community.

The Opportunity

Accountable to the Mayor and Council, the Chief Administrative Officer (“**CAO**”) is a senior management position responsible for the strategic leadership and efficient delivery of all the Town’s administrative and operational services. The CAO provides highly effective advice, guidance and support to the Mayor, Council and its structures in developing and implementing policies and strategies that address the unique qualities and business growth needs of the Town.

Who You Are

You are a transformative leader with the vision and confidence to guide the Town of Gander into its next chapter, bringing progressive thinking and a keen eye for growth. Well-versed in governance and experienced in collaborating with Councils or Boards, you possess exceptional communication skills, political and financial acumen, and a talent for building partnerships across diverse stakeholders. Energetic and community-focused, you engage and inspire those around you, from employees to residents, fostering a shared commitment to Gander’s future.

Leading a talented team of employees, and working in a unionized environment, the ideal candidate will guide and inspire a dedicated workforce, fostering a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning the Town as an employer of choice.

Qualifications

- Post-secondary degree in Public Administration or equivalent.
- 5 years’ management experience within a progressive and growing environment.
- 10 years’ experience working in a municipal services setting is preferable.

Salary Range: \$130,000-\$150,000

To apply for this unique leadership opportunity, please submit your application to recruitment@mcadvisory.com and **state the title of the position in the subject line of your e-mail.**