

# Chief Operating Officer



## The Organization:

Southport Aerospace Centre Inc. (Southport) is a not-for-profit, non-share corporation that manages the assets of the former Canadian Forces Base in Portage la Prairie, which was originally established in 1940 as a training base for military pilots. As a property management and development company, Southport operates a Transport Canada-certified airport in support of military flying training and has diversified its tenant base to include health administration, education and training, manufacturing, addictions counselling, childcare, and recreational facilities.

## The Opportunity:

Due to increased development and expansion, Southport has created this new position to manage the overall operational integrity of the aerospace campus, dedicated to administrative processes, associated systems, and future needs. Reporting to the CEO, the Chief Operating Officer (COO) is a key member of the Executive Team and responsible for leading skilled airport management professionals and staff. The COO will play an integral role in providing day-to-day oversight of administrative and operational functions, project timelines, business development and ensure cost-effective strategies that optimize staff, technology, and systems. Southport is seeking a visible leader who leads by example, builds relationships, and has an entrepreneurial spirit that fits with the organization's vision of growth, excellence and fostering innovation.

## Key Responsibilities:

- Overseeing administration, airport and operational functions, enhancing people, technology, and systems.
- Promote a core culture of collaboration, mentorship, and safety, by implementing training programs that focus on excellence, high performance and fostering a team-driven environment.
- Oversee the development and implementation of corporate business initiatives.
- Maintain, develop, review, and execute operational policies and procedures.
- Provide guidance and leadership to staff, consultants and other stakeholders on matters relating to operations.
- Develop business strategies/plans to drive improvements to operational efficiency and customer satisfaction.
- Monitor ongoing performance, ensuring efficient project management and scheduling.
- Build and maintain relationships with other professionals, vendors, and internal and external stakeholders.
- Ensure compliance with applicable provincial and federal regulations, including the Canadian Aviation Regulations and other related rules concerning aviation and airports.

## Selection Criteria:

- Post-secondary education in business, administration, or related field and/or equivalent years of experience.
- 5+ years working in a similar capacity as a senior leader, operations manager, or COO.
- Progressive leadership experience, with emphasis on leading large and complex teams.
- Previous experience working in airport operations is considered an asset.
- Solid budget management and cost management skills, involving complex vendor and contract management.
- Ability to motivate others to achieve goals and objectives in a time-sensitive environment.
- Resourceful with the ability to manage multiple initiatives and strong project management and prioritization skills.
- Superior oral and written communication skills, with the ability to communicate in a clear and concise manner.
- Strong interpersonal skills and the ability to collaborate with cross-functional business partners to achieve results.

**To apply to this opportunity, please send an updated resume and cover letter in confidence to Jen Sklar quoting project #40127 to [jen@harrisleadership.com](mailto:jen@harrisleadership.com)**