



Employment Opportunity: Executive Director

Status: Full-time, staffed position (40 hours/ week)

Salary Range: \$40-45/ hour (depending on relevant experience)

Duration: One year with the possibility of extension (subject to a 3-month probation period and 6-month review)

Location: The employee will be based in their home office in BC or Alberta

Closing Date: July 7th 2024, 11:59 pm PT

Start Date: August 1st 2024

The Whitebark Pine Ecosystem Foundation of Canada (WPEFC) is seeking a highly motivated and experienced individual to lead our non-profit as Executive Director. The successful candidate will have experience working with a variety of partners, including NGOs, stakeholders and various levels of government. The ideal candidate will be organized, personable, skilled at facilitating meetings, flexible and have demonstrated experience with non-profit financial administration.

Job Description

The Executive Director (ED) role is primarily an office-based position to further the strategic vision and objectives of the Whitebark Pine Ecosystem Foundation of Canada. The ED will implement policies established by the board of directors, provide leadership, direction and guidance on WPEFC activities, and assess the effectiveness of organization operations. The ED position will develop and maintain organizational structure and supervise personnel including the WPEFC Program Manager and various Project Managers. The position will represent WPEFC to regulatory bodies, funding agencies, donors, supporters, media and the general public.

The role is also intended to identify partners and potential funding sources to support and establish key program areas. These funds should be aligned with the values and objectives of WPEFC and also with direction provided by the volunteer board of directors.

Overall, the ED's focus is one of strategic coordination, public education, communication, fiscal accountability and organizational management. The Whitebark Pine Ecosystem Foundation of Canada supports diversity. All qualified applicants are welcome to apply.

General Administration:

- o Apply for and administer grants and funding opportunities;
- o Ensure deliverables are on track;
- o Procure and track materials and supplies;

✉ info@whitebarkpine.ca

📞 778-739-9733

📍 606 Nelson Street
Kimberley, BC V1A 2M6

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- o Evaluate project effectiveness;
- o Develop/ review annual and interim reports to funding agencies;
- o Compile and produce final reports related to WPEFC operations;
- o Maintain Non-profit Society legal status and insurance requirements;
- o Develop program budgets; track revenue and expenditures (including in-kind);
- o Liaise with Treasurer to administer banking details;
- o Liaise with book-keeper/accountant to produce quarterly/annual financial reports;
- o Complete and track routine financial transactions;
- o Ensure annual Society GST/HST reimbursement requirements are fulfilled;
- o Archive and maintain a record of all contracts, bank statements and other society documents;
- o Forecast costs of WPEFC operations and special projects;
- o Prepare agenda and minutes and participate and organize regular board meetings;
- o Coordinate and send out notice for Annual General Meeting;
- o Review and update WPEFC policies;
- o Support board orientation program, with governance and recruitment committees;
- o Establish staff/ contractor/ employee health and safety policies (as required);
- o Perform other duties as directed by the WPEFC board.

Communications and Coordination

- o Maintain regular communication with the WPEFC Board of Directors, contract staff, government agencies and relevant stakeholders;
- o Coordinate and update knowledge hub;
- o Host interagency meetings, organize science meetings, workshops and liaisons of partners;
- o Serve on interagency committees representing WPEFC;
- o Receive and respond to communications from media, clients or stakeholders;
- o Prepare material for, maintain and update website and social media platforms;
- o Develop and deliver educational materials for partners in whitebark pine restoration;
- o Maintain WPEFC email, internal file management system, website, and Zoom accounts.

Human Resources

- o Supervise consultants, contractors, employees and volunteers;
- o Set up and administer volunteer activities and evaluate volunteer performance;
- o Determine staffing and contracting needs for the Society;
- o Lead recruiting, interviewing and hiring new employees/ contractors in conjunction with WPEFC HR Committee, as required;
- o Review employee/ contractor schedules, work plans and deliverables;
- o Train and supervise employees and contractors, as required;
- o Receive, review and approve monthly employee/ contractor invoices and expense reimbursements. Report issues or discrepancies to Board;
- o Submit monthly timesheets, describing hourly tasks and original receipts and expenses.



Mandatory qualifications

Education

- A degree in a field related to the sustainability of natural resources or Business Administration (or equivalent experience in a non-degree-granting program)
- English proficiency: written, oral, comprehension

Experience

The ideal candidate will clearly demonstrate experience:

- Working with stakeholders and diverse partners including the public and government agencies
- Building or delivering applied science projects
- Developing successful funding proposals (successful track record in grant writing applications)
- Working in a non-profit organization environment
- Leading financial administration and budgeting (minimum of 2 years experience)
- Managing projects or programs (minimum of 3 years Project Management experience)
- Leading a team, supervising staff/ employees
- Developing and delivering interim and annual reports

Personal Suitability

The ideal candidate will clearly demonstrate:

- Strong leadership, conflict management and interpersonal skills
- The ability to prioritize and balance competing workloads
- Flexibility and problem solving capabilities
- The ability to work independently and as part of a team

Accreditation

- Valid full (non-restricted) British Columbia or Alberta vehicle drivers license or equivalent (e.g., out of province)
- Occupational First Aid Level 1 certification required with CPR C

Compensation

Executive Director compensation will be set at \$40-45/hour depending on relevant experience, subject to annual review. The position will start at three weeks' vacation (prorated annually). An employee benefit plan will be considered following the 6-month review.

The candidate must provide their own home office with a strong internet connection. Work-related travel expenses will be covered as per WPEFC employee travel policy.

How to apply

Email your cover letter, résumé, and contact information for 2 references to HR@whitebarkpine.ca prior to closing date (July 7th 2024, 11:59 pm PT). In your cover letter, **clearly demonstrate how you meet each of the mandatory qualifications** (with examples) rather than repeating information in your résumé.

Only candidates short-listed for interviews will be contacted.



Personal Information

In accordance with sections 5(2), 6, and 8(2), despite section 56, of the Personal Information Protection Act (PIPA), information voluntarily submitted or provided by the applicant will be used to evaluate prospective candidates and will be kept on file in a secured location for 2 years following the end of their employment, unless the applicant requests otherwise. Use of some information may be required for reporting to partner funding agencies.

