



Employment Opportunity: Executive Director

Whitebark Pine Ecosystem Foundation of Canada (WPEFC)

Status: Full-time employee (40 hours/week)

Location: Remote, based in British Columbia or Alberta, with periodic travel. Preference given to candidates based in the Kootenay region or Alberta Rockies.

Compensation: \$40-45 per hour, depending on experience

Vacation: Three weeks annually

Benefits: Employee benefits package after 6 months

Closing Date: November 29th, 2026

About WPEFC

The Whitebark Pine Ecosystem Foundation of Canada is a non-profit organization dedicated to the conservation and recovery of whitebark and limber pine ecosystems across western Canada. WPEFC works collaboratively with federal and provincial governments, Indigenous communities and organizations, researchers, industry, nurseries, conservation organizations, land managers, practitioners and volunteers to advance science-based recovery and restoration.

The organization has grown considerably in recent years, with a diverse portfolio of multi-year restoration projects, government and industry partnerships, education and outreach activities, and an expanding network of partners across British Columbia and Alberta.

The Opportunity

WPEFC is seeking a collaborative, strategic and highly organized **Executive Director (ED)** to lead the organization. Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership and management of WPEFC, including organizational strategy, financial oversight, fundraising and revenue development, staff leadership, program oversight, partnerships, governance support and organizational operations. The ED works closely with WPEFC's staff, Board and partners to translate the organization's strategic direction into effective programs and measurable conservation outcomes.

This position requires someone who can comfortably move between **big-picture leadership and practical nonprofit management**. On any given week, the ED may be developing a multi-year funding proposal, reviewing organizational finances, supporting staff, meeting with a government or industry partner, advising the Board on organizational risk, reviewing a funding agreement, or representing WPEFC externally.

The successful candidate does not need to be the organization's primary technical expert on whitebark and limber pine. Rather, they must be an effective organizational leader who can support technical staff and partners while ensuring WPEFC has the people, funding, systems and relationships necessary to accomplish its mission.

Key Responsibilities

Organizational Leadership & Strategy

- Provide overall leadership and direction for WPEFC, implementing the organization's strategic priorities, policies, and Board direction in collaboration with the Board of Directors.
- Translate organizational strategy into annual priorities, workplans and objectives.
- Identify emerging organizational opportunities, challenges and risks and provide recommendations to the Board.
- Support the continued development and long-term sustainability of WPEFC.
- Represent WPEFC professionally and effectively with partners, funders and the broader conservation community.

Fundraising & Revenue Development

- Lead the organization's fundraising and revenue-development strategy.
- Identify and pursue government, foundation, corporate and other funding opportunities.
- Develop high-quality funding proposals, budgets and workplans.
- Build and maintain strong relationships with existing and prospective funders.
- Ensure fundraising activities align with WPEFC's mission, values and strategic direction.

Financial Management & Organizational Sustainability

- Work with the Treasurer, Finance Committee and bookkeeper to oversee financial status.
- Develop and monitor annual organizational and program budgets.
- Monitor revenues, expenditures, cash flow and organizational financial position.
- Maintain strong financial controls and administrative systems.
- Support annual financial reporting and regulatory requirements.
- Forecast future operational needs and organizational capacity.
- Ensure WPEFC maintains appropriate financial records and documentation.

Program & Project Oversight

- Provide executive oversight of WPEFC's portfolio of conservation, restoration, research, outreach and capacity-building initiatives.
- Work with staff and contractors to establish workplans, budgets, timelines and deliverables.
- Monitor project progress and identify emerging risks.
- Support coordination across WPEFC's British Columbia and Alberta programming.
- Ensure funding agreements, contracts and reporting requirements are effectively managed.
- Review major interim and final reports to funders.
- Support continuous improvement and evaluation of WPEFC programs.

Staff Leadership & Human Resources

- Lead, support and supervise WPEFC employees and contractors.
- Build a positive, collaborative, accountable and sustainable organizational culture.
- Establish clear roles, priorities, workplans and expectations.
- Conduct regular staff check-ins and performance reviews.
- Identify staffing and organizational-capacity needs.
- Lead recruitment and onboarding in collaboration with the Board and HR Committee.

Partnerships & External Relations

- Develop and maintain productive relationships with government agencies, Indigenous communities and organizations, industry, researchers, conservation organizations, nurseries, practitioners and other partners.

- Represent WPEFC at external meetings, working groups, committees and events.
- Identify opportunities for collaboration, funding and program development.
- Serve as a senior spokesperson for WPEFC when appropriate.

Governance & Board Relations

- Serve as the primary operational liaison between staff, operations, and the Board of Directors.
- Provide the Board with timely information required for governance and decision-making.
- Participate in Board meetings and support preparation of reports and supporting materials.
- Support the Annual General Meeting, elections and other governance requirements.
- Work with Board committees on finance, human resources, and other organizational priorities.
- Support Board recruitment and orientation as appropriate.
- Maintain compliance with applicable nonprofit society, insurance and organizational requirements.

Communications, Outreach & Organizational Representation

- Provide strategic oversight of organizational communications and public engagement.
- Ensure WPEFC communicates effectively with members, partners, funders and the public.
- Support development of educational and outreach materials.
- Oversee WPEFC's website, social media and other communications channels, with implementation delegated where appropriate.
- Respond to significant stakeholder, media and public inquiries.
- Provide strategic oversight for WPEFC conferences, workshops, science meetings and other knowledge-sharing events.

Risk Management, Compliance & Organizational Operations

- Identify and manage organizational, financial, reputational, operational and workplace risks.
- Ensure appropriate organizational insurance and policies are maintained.
- Support workplace health and safety systems and incident-management processes.
- Ensure organizational contracts and funding obligations are appropriately documented and managed.
- Oversee WPEFC's core administrative and digital systems.
- Ensure organizational records and institutional knowledge are appropriately maintained.
- Develop and improve organizational policies, procedures and systems as WPEFC continues to grow.

Qualifications & Experience

We recognize that strong candidates may bring different combinations experience.

Experience:

- A degree, diploma or other post-secondary education in natural resource management, environmental science, conservation, biology, forestry, business administration, nonprofit management, public administration or a related field.
- Significant leadership experience in nonprofit management, including experience in a senior leadership role overseeing organizational priorities, programs, budgets, staff and/or operations.
- A successful track record developing funding proposals, grant applications and other funding opportunities, as well as managing relationships with funders.
- At least three years of experience managing projects, programs or complex initiatives, including coordinating multiple priorities, partners, timelines and deliverables.
- Strong financial management experience, including developing and overseeing organizational or program budgets, monitoring expenditures and supporting financial reporting.

- Experience working collaboratively with diverse partners and stakeholders, which may include government agencies, Indigenous communities and organizations, industry, researchers, nonprofit organizations and members of the public.
- Experience contributing to organizational strategy and translating strategic priorities into programs, workplans and measurable outcomes.
- Strong organizational and project-management experience, with demonstrated ability to manage multiple concurrent projects and deadlines.
- Experience working with a Board of Directors, governance committees or similar leadership structures is considered an asset.
- Experience in fundraising, partnership development, revenue generation or organizational development is considered an asset.

Personal Suitability:

- Strong leadership, interpersonal, relationship-building and conflict-management skills.
- Able to prioritize effectively and balance competing workloads and deadlines.
- Strong judgement, flexibility and practical problem-solving capabilities.
- Ability to work independently, maintain accountability and work collaboratively as a team.
- Strong communication skills and the ability to build positive relationships.
- Adaptability and the ability to navigate changing priorities and organizational needs.
- Professionalism, diplomacy and sound judgement when navigating complex situations.
- A commitment to collaboration, conservation and the mission of WPEFC.

Working Conditions

This is primarily a remote, home-office position. The Executive Director must have access to a reliable internet connection and an appropriate remote working environment.

Periodic travel throughout British Columbia and Alberta is required for meetings, conferences, field visits and partner engagement. Travel expenses are reimbursed in accordance with WPEFC policy.

Some evening or weekend work may occasionally be required for Board meetings, conferences, field activities or other organizational events. WPEFC supports flexibility in scheduling to accommodate these requirements.

A valid driver's licence and ability to travel within western Canada are required.

How to apply

Email your cover letter and resume to the WPEFC HR Committee at info@whitebarkpine.ca. In your cover letter, clearly demonstrate how you meet the qualifications with examples. Submission of transcripts or diplomas/degrees, driving abstract, and other certifications may be required of short-listed candidates.

Only candidates short-listed for interviews will be contacted.

WPEFC Commitment

The Whitebark Pine Ecosystem Foundation of Canada is committed to employment equity, diversity, and a culture of respect and belonging. We encourage applications from all qualified candidates, including Indigenous people, people from racialized communities or visible minorities, people of any sexual orientation, gender identity or expression, and people with differing abilities.