



## Grasslands Conservation Council of British Columbia

### **Position Description - Executive Director**

**Location: Flexible with strong preference for Kamloops, BC**

**This is currently a part-time contract position with full-time potential dependent on success of fundraising programs.**

The Grasslands Conservation Council of British Columbia (GCC) was founded in 1999 by various groups and individuals concerned with threats to the grasslands of British Columbia. GCC is dedicated to the conservation and stewardship of these imperiled grasslands throughout the Province.

Working to build a better understanding of grasslands, and to provide methods and tools to better care for them, we pursue a vision of healthy and life-sustaining grasslands in British Columbia for current and future generations.

#### **Purpose and General Description:**

The Executive Director is responsible for the successful management and delivery of the organizations programs according to the strategic direction set by the GCC Board of Directors. The Executive Director:

- is accountable for all aspects of the day to day operation of GCC;
- will use their knowledge and understanding of the principles of resource management to creatively approach the issues effecting grasslands;
- will use their communication skills to engage individuals and community groups to build support and membership in GCC, develop successful grant and sponsorship applications;
- will use their problem solving skills to address the challenges of board engagement, volunteer recruitment and management, and fundraising;
- respond to other duties as required and assigned by the Board of Directors.

#### **Reporting Relationships**

The Executive Director reports directly to the GCC Board Chairperson and will work closely with other GCC Directors, contractors, partners, stakeholders and supporters.

## **Duties and Responsibilities**

The Executive Director will perform the following:

### Leadership

- Participate with the Board of Directors in implementing strategic priorities.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board, as appropriate, and jointly with the Board when appropriate.
- Represent the organization at formal events or functions to enhance the organization's profile at the community, regional, provincial and federal levels.

### Operational Planning and Management

- Develop annual workplan and budget which incorporates goals and objectives that work towards the strategic priorities of the organization and the long-term economic sustainability of the organization.
- Ensure that the operation of the organization meet the expectations of its clients, Board and funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agendas and supporting materials.

### Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to ensure effective delivery of programs and to maintain or improve quality of programs.
- Oversee the planning, implementation, execution and evaluation of special projects.

### Human Resources Planning and Management

- Determine consulting requirements for organizational management and program delivery.
- Establish a positive, healthy and safe work relationship in accordance with all appropriate legislation and regulations.
- Recruit, interview and select consultants and contractors that have the right technical and personal abilities to help further the organization's mission.
- Implement a performance management process for all consultants.

### Financial Planning and Management

- Work with the Board to prepare a comprehensive annual budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and donor campaigns, write funding proposals, solicit major donors, and generally increase the funds of the organization.
- Submit interim and final reports as required.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting practices and procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Ensure that the organization complies with all federal and provincial legislation and regulation (BC Society Act & Canada Revenue Agency).

### Community Relations and Partnerships

- Communicate with members, partners and stakeholders to keep them informed of GCC programs and activities.
- Establish and maintain good working relationships and collaborative arrangements with groups, funders, politicians, and other organizations to help achieve the goals of the organization.

### Risk Management

- Identify and evaluate the risks to the organization's people (clients, consultants, directors, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

## **Confidentiality**

- Maintain strict confidentiality and assure discreet handling of all GCC business.

## **Personal Qualities of the Executive Director**

The Executive Director will:

- be honest and trustworthy.
- be respectful and diplomatic.
- possess cultural awareness and sensitivity.
- be flexible.
- demonstrate sound work ethics.

## **Performance Criteria**

- Development of strong working relationships with all relevant organizations, staff and Board.
- Enhancement of the organization's image.
- Complete satisfaction of funder and other contract or legal requirements.
- Successfully carrying out the prime functions of the job description.

## **Basic Qualifications:**

- Highly organized.
- Demonstrated fundraising abilities.
- Ability and willingness to travel.
- Ability to set objectives and manage performance.
- Ability to organize time, manage diverse activities and meet deadlines.
- Strong interpersonal skills.
- Strong administrative skills.
- Experience using MS office, Word, Excel and Power Point, including database management skills.
- Experience using advanced computer functions including navigating the Internet. Experience manipulating, analyzing and/or interpreting data.
- Ability to work as part of a team and lead that team when required.
- Exceptional writing skills.
- Ability to diagnose, analyze and solve problems.
- An interest in grasslands and a knowledge and understanding of GCC and our goals and objectives.

## **Preferred Qualifications:**

- Conservation or environmental management experience.
- Experience in a non-profit organization would be an asset.

## **To Apply:**

If you are interested in joining our team, please forward your resume and cover letter, indicating "Executive Director" in the subject line to the Grasslands Conservation Council via email at: [mhornell@islandnet.com](mailto:mhornell@islandnet.com)

The position is open until filled.

We thank everyone who applies for their interest in the Grasslands Conservation Council of British Columbia; however only candidates selected for an interview will be contacted.