



Executive Director

POSITION: Executive Director, Central Kootenay Invasive Species Society

LOCATION: Worksites within the Regional District Central Kootenay and Regional District Kootenay Boundary Area A and B. The Executive Director will preferably work out of the Rossland office or may work out of a home based office within the CKISS region (<http://ckiss.ca/about/purpose/>)

TERM: Permanent, salary of \$74,500, dependent on experience (37.5 hours per week)

APPLICATION DEADLINE: November 30, 2018 at 4:00 pm

INTERVIEW DATE: December 14, 2018

START DATE: January 2, 2018 or as mutually agreed upon

SUMMARY

The Executive Director is the key management leader of the Central Kootenay Invasive Species Society (CKISS). The Executive Director is responsible for overseeing the administration and programs of the organization and executing the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. This position requires a high level of professionalism, communications skills, and leadership. As an ideal candidate you will be self-motivated and have strong team building, leadership, organization, extension and conflict resolution skills. You will have an extensive knowledge of integrated pest management, with proven experience in on-the-ground activities. In addition, you will have proven leadership skills and the ability to work collaboratively with a team. You will be directly supervising multiple staff and contractors. Organization will be key to your success. The Executive Director reports to the Board.

In order to be considered for this position, your application must clearly demonstrate how you meet the education, experience and professional designation requirements as outlined below:

- Master of Science in Natural Resource Management or a related field (e.g. Range Sciences, Biology or Environmental Sciences) with at least three years of related experience; or a Bachelor of Science in one of these fields with at least 5 years of related experience.
- Registered, or eligible for full registration, as a Professional Agrologist with the BC Institute of Agrologists or as a Registered Professional Biologist with the College of Applied Biology.
- Operational experience in invasive species management, program management, and contractor management.
- Experience negotiating/mediating solutions in natural resource management.
- Experience working with multi-disciplinary issues in natural resource management.
- Experience working with a non-profit organization.



KEY ACCOUNTABILITIES

Board Governance

- Works closely with, and reports to, the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
- Responsible for leading CKISS in a manner that supports and guides the organization's mission as defined by the Board of Directors and membership.

Human Resource Management

- Provide leadership and guidance to CKISS Coordinators (Currently: Education Program Coordinator, Aquatic Invasive Species Program Coordinator, Operations Program Coordinator and Executive Assistant).
- Plan, direct and coordinate all aspects of human resource relations, including hiring, training, agreements, performance reviews, contract negotiation and payroll, under the guidance of the Hiring Committee and Board.
- Manage the Employee Handbook, Board Handbook and all other associated policies and procedures.

Organization Operations

- Responsible for implementation of CKISS programs that carry out the organizations mission and purposes.
- Direct and contribute to the implementation of the 5-year strategic plan and fundraising strategy.
- Act as the lead on communications with funders, stakeholders, media and the public.

Development and Fundraising

- Responsible for fundraising and developing other resources necessary to support CKISS's vision and purposes.
- Build and maintain relationships with all stakeholders.
- Maintain funding and donor tracking records.

Financial Management

- Prepare for the Board a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Be responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

QUALIFICATIONS

Required Experience and Knowledge

- Self-motivated and results oriented
- Team player
- Skilled in using Office products (Excel, Word, etc.)
- Exceptional oral and written communication skills, and ability to write reports
- Ability to analyze information and determine appropriate management options



- Ability to organize, coordinate, oversee and deliver multiple simultaneous projects
- Ability to establish and maintain strong working relationships internally and externally

Proviso

- Valid Level 1 OFA
- Valid B.C. driver's license (drivers abstract will be requested from those selected for an interview)
- Pesticide Applicators Certificate or willing to acquire

Only candidates being considered for this position will be contacted. Please submit your cover letter and resume as a single PDF, no later than **November 30, 2018 at 4 pm, to: **Malcolm Fitz-Earle, Chair-Hiring Committee at hr@ckiss.ca****

Please note, resumes and cover letters sent in Word format or as multiple PDFs will not be accepted.

For more information, interested parties may contact:

Laurie Carr, Executive Assistant
Central Kootenay Invasive Species Society
Email: lcarr@ckiss.ca
Phone: 1-844-352-1160