

Position Available: Executive Director



Summary

The Bulkley Valley Research Centre (BVRC) is seeking a candidate for the position of Executive Director. The BVRC is an independent, not-for-profit society conducting high-quality, interdisciplinary research on natural and cultural resources. We create learning and extension opportunities for both our members and the community through workshops, conferences, and other networking events. We also support our community by promoting the region and investing locally. Our purpose is to provide the science required for sustainable resource management.

The Executive Director is responsible for overseeing the operations of the Centre, supporting the board, and building partnerships.

Tasks

The tasks outlined below provide a framework for this position and detail some of the necessary duties.

- Manage relationships with clients, partners, and members
- Develop and approve BVRC policies and procedures
- Facilitate, explore, and provide strategic direction on behalf of the board
- Develop and deliver an annual operating plan
- Represent the Centre at public and professional events
- Speak publicly on behalf of the BVRC
- Prepare proposals to major research funders on behalf of the BVRC
- Work with local practitioners to build research partnerships that include community members, First Nations, industry, and government
- Serve as contract signatory on behalf of the BVRC
- Oversee the delivery of all research projects
- Oversee the daily operations of the BVRC
- Hold BVRC support staff meetings as needed
- Hire BVRC support staff as needed
- Oversee extension activities (e.g. Seminar Series, conferences, workshops)



Qualifications and Experience

The successful candidate will have a degree in a field related to the sustainability of natural or cultural resources. A Master's degree would be an asset. This position also requires excellent communication skills and the ability to work well with diverse people and organizations. The ideal candidate will also have experience working with communities, building or delivering research projects, and developing successful research proposals.

Term

This is a one-year, contract position that may be extended.

Compensation

Compensation will be competitive and dependent on qualifications and experience. Work hours are flexible, likely requiring a 50% time commitment.

How to apply

Please submit a cover letter and resume to Rick Budhwa at info@bvcentre.ca by **September 1, 2017**.

