



Bulkley Valley Research Centre

Science in the public interest.

Executive Director

Job description

Executive Director

Responsible to

Board of Directors

Summary of primary job functions

The executive director (ED) is responsible for establishing and executing major goals and objectives for the organization. The ED will implement policies established by the board of directors, provide leadership, direction and guidance to the organization's activities, and will analyze and evaluate the effectiveness of all organizational operations. The ED will also develop and maintain the organizational structure including effective personnel and coordinate major activities through subcontracts. The ED will represent the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public.

Duties and responsibilities

Research

- Works actively to identify and bring to fruition research, monitoring and other related projects appropriate to the mission of the BV Research Centre
- Oversee the delivery of all research projects
- Oversee extension activities including Seminar Series, conferences, and workshops
- Liaises with local practitioners that include community members, First Nations, industry, and various levels of government to build research partnerships

Administration

- Acts as the spokesperson for organization
- Executes board-approved policies
- Directs and oversees short and long term strategic plans
- Attends Board Meetings
- Maintains a competent and effective support team
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Conducts team meetings to disseminate pertinent information
- Ensures that appropriate salary and wage structures are maintained

- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities
- Conducts performance reviews as required
- Ensures administrative team remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Maintains an effective and cost efficient office environment
- Develops, maintains, and up-dates job descriptions pertinent to the organization
- Determines training and/or equipment needs of clerical and administrative team, taking into account annual budget allocations
- Submits all information, reports and records as required by grantors and other funding organizations
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Maintains full awareness of the complete financial records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses are within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures the preparation of the annual budget for board approval

Qualifications

A degree in a field related to the sustainability of natural or cultural resources. A master's degree would be preferred and experience managing a non-profit organization including finances. The position 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.