



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 and Program Development

- Works actively to identify and bring to fruition research, monitoring and other related projects appropriate to the mission of the Centre
- Oversee the delivery of all research projects
- Oversee extension activities including Seminar Series, conferences, and workshops
- Establishes and maintains relationships with First Nations, industry, provincial and federal organizations, all levels of government, other non-profits, and community members to build research partnerships
- Identify funding opportunities that could lead to the establishment of new research programs as indicated by the strategic plan
- Maintain a funding database that can be drawn on for future opportunities
- Complete initial grant applications and research proposals

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
- Delegates authority and responsibility to managerial staff, coordinates and directs employees
- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities,
- Is responsible for hiring all administrative staff, conducting performance reviews as required, and implementing corrective action as needed
- 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 the law, various grantors and funding organizations, and the Board of Directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Establish annual budget and work plan for Board approval
- Maintains full awareness of the complete financial, statistical, and accounting 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

Qualifications

A degree in a field related to the sustainability of natural resources or Business Administration or equivalent experience in a non-degree granting program. 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. A minimum of 3-years' experience in non-profit organizations is also an asset.