



<b>Position Title:</b>	Executive Director
<b>Reports To:</b>	Board President
<b>Status:</b>	Full-time, 35 hours/week, flexible scheduling and occasional work-from-home considered
<b>Location:</b>	Bulkley Valley Research Centre, Smithers, BC
<b>Starting wage:</b>	\$95,000–\$125,000 annually, depending on experience and qualifications
<b>Closing Date:</b>	4 pm, Thursday 11 June 2026

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### **Lead Research, Partnerships, and Community Impact in Northwest BC**

The Bulkley Valley Research Centre (BVRC) is seeking an Executive Director to provide strategic and operational leadership for a respected and community-connected non-profit research organization based in Smithers, BC.

This is an opportunity for an experienced and hands-on leader who enjoys balancing strategy with practical execution, building strong relationships, and guiding a mission-driven organization through its next stage of evolution.

### **Who We Are**

The Bulkley Valley Research Centre (BVRC) is an independent nonprofit research organization based in Smithers, BC, on Gitdumden Clan territory of the Wet'suwet'en Nation. BVRC supports collaborative, high-quality research that informs natural resource stewardship and decision-making across British Columbia. The Centre brings together researchers, First Nations, governments, industry partners, and communities to develop and share knowledge that supports sustainable decision-making. Please [visit our website](#) to learn more.

### **The Opportunity**

The Executive Director plays a key leadership role in building on the strong foundation BVRC has established and helping guide the organization into its next chapter.

Working closely with the Board, staff, researchers, funders, Indigenous partners, and the broader community, you will support operational excellence, strengthen partnerships, and help ensure BVRC continues to deliver meaningful research and community impact across northwest BC.

This is an opportunity for someone who enjoys balancing strategy with hands-on leadership, is comfortable working in dynamic and sometimes ambiguous environments, and is energized by helping a mission-driven organization strengthen, adapt, and continue making a meaningful difference.

### **What You'll Do**

- Provide overall strategic and operational leadership for the organization in alignment with BVRC's mission and Board direction
- Lead budgeting, financial oversight, contracts, reporting, and operational planning
- Strengthen internal systems, policies, processes, and organizational effectiveness while maintaining flexibility in a dynamic environment

- Support research initiatives, partnerships, and program priorities through oversight, sound judgment, and practical leadership
- Build trusted relationships with Board members, staff, researchers, First Nations, funders, BVRC members, and community partners
- Represent BVRC in the community and support continued partnership development across northwest BC
- Foster a respectful, collaborative, and accountable workplace culture

### **What You Bring**

- Leadership experience in non-profit, project-based, or similarly hands-on environments
- Strong financial acumen and experience with budgets, operational planning, and organizational oversight
- Strong judgment, prioritization, and decision-making skills
- Experience building relationships and working collaboratively with diverse partners and stakeholders
- Comfort working in dynamic environments requiring flexibility, resourcefulness, and a practical approach
- Genuine interest in sustainability, natural resource stewardship, and community-based impact
- Experience working in rural, northern, or Indigenous-partnered environments is considered an asset

### **Why Join BVRC**

BVRC offers a unique leadership opportunity for someone who values purpose-driven work, strong community relationships, and the ability to make a visible and lasting impact. As a small and collaborative organization, the Executive Director has the opportunity to shape priorities, strengthen systems, support meaningful partnerships, and directly influence the next chapter of BVRC's work across northwest British Columbia.

- A meaningful leadership opportunity with visible organizational and community impact
- A supportive and collaborative small-team environment
- Meaningful work contributing to sustainable natural resource management
- Flexibility in work arrangements
- The opportunity to live and work in the beautiful Bulkley Valley region of northern British Columbia

This role is particularly well suited to someone who values purpose-driven work, professional growth, and collaboration.

### **Position Details**

- Full-time (35 hours per week)
- Permanent
- Smithers, BC | onsite role with flexibility to work from home

### **How to Apply**

Please submit your resume and cover letter with the subject line:

Executive Director

to: [adminBVRC2026@gmail.com](mailto:adminBVRC2026@gmail.com);

Submit applications by 4:00 pm Thursday June 11, 2026. We appreciate all applications; however, only those selected for an interview will be contacted

### **Diversity & Inclusion**

At the BVRC, we value diversity, in backgrounds and in experience. A diverse team enables the Centre to better achieve its objective of supporting science in the public interest. BVRC is an equal opportunity employer and is committed to diversity, equity, and inclusion in the workplace and in science.