



Manager, Programs and Operations

The BC Wildlife Federation (BCWF) is British Columbia's leading conservation charitable organization, made up of over 43,000 members and more than 100 Member Clubs who aim to protect, enhance and promote the wise use of our environment on behalf of all British Columbians. The BC Wildlife Federation strives to ensure the sound long-term management of BC's fish, wildlife, and outdoor recreational resources in the best interest of present and future generations.

We are currently searching for a Manager, Programs and Operations to join the senior management team and take responsibility for the development of strategic plans to support programs offered through BCWF and operational support to the Director of Corporate Operations. As an administrator you will research program opportunities within BC to include First Nations and other associations, clubs and groups to support Wildlife, Fish and Habitat. This position will be responsible for the overall direction, creation and implementation of the budget including grant optimization to address strategic, relevant, innovative, sustainable and results oriented solutions for all applicable BCWF programs and operational projects.

Duties and Responsibilities will include:

Leadership

- Provide leadership to team, including recruitment and selection, training and performance management, etc..
- Ensure employees practices and all appropriate guidelines are in compliance with the BCWF operating standards.
- Provide leadership in strengthening the internal team and within all levels throughout the organization, creating a positive and supportive work environment.

Operations

- Coordinate office activities and schedules, in liaison with other departments.
- Assist in obtaining, maintaining and renewing applicable permits, licences and related requirements deemed necessary for sustainable on-going operations of the BCWF office
- Develop and manage volunteer protocol and programs.
- Oversee Membership activities, annual plans and budgets
- Oversee front desk job functions
- Responsible for performance reviews on Membership, Programs and front desk support staff.

Program Management

- Oversee and manage the delivery of each program, providing plans, implementation, budgets and program review at end of each program cycle.
- Coordinate the Awards Program

- Maintain registration of applicable program logos and names.
- Develop, update and review Terms of Reference for Program Liaisons or Chairs.
- Develop and update policies, procedures, guidelines and reference materials.

Events (AGM, Trade Shows and outreach)

- Keep a master calendar of scheduled activities and events (work with Executive & BCWF Departments to update monthly).
- Assist in the planning and delivery of the BCWF AGM and other applicable events & outreach activities.
- Assist with Trade Show and outreach planning and implementation, as needed.

Communication and Meetings

- Research, review and summarize reports and documents, preparing overviews, backgrounders and presentations, as needed.
- Coordinate with communications department for program information to be published in relevant journals, magazines, newsletters and online platforms.
- Prepare for quarterly and/or annual meetings, reports and budgets.
- Maintain and update folders on server and manage e-archiving process.
- Assist with development and distribution of Board, Committee and stakeholder communications.

Financial Management

- Coordinate grant and fundraising activities with assistance of BCWF Development department.
- Coordinate financial tracking with assistance from BCWF Director of Finance.
- Prepare annual budget in early Fall for approval by Board of Directors.

Qualifications:

- Proven and effective leadership experience working within a non-profit programs driven environment.
- 5 + years developing and overseeing program and project implementation, including financial management, monitoring success and adjusting direction when needed.
- Implementing technology to meet growing demand of streamlining administration and communicating to clients.
- Excellent project management, interpersonal and communication skills.
- Demonstrated ability to think strategically and develop clearly written plans and objectives for achieving annual campaign targets.
- Demonstrated ability to work under pressure of deadlines and dollar goals.



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- Strong computer skills and excellent knowledge of MS Office programs, Black Baud and Raiser's Edge experience.
 - University degree in related discipline.

This is a permanent full-time position and our offices are conveniently located close to Hwy 1 and the Golden Ears Bridge. Occasional evenings, weekends and extended hours will be required to accommodate activities and events of the association.

Please forward a single word or PDF file combined cover letter, stating salary expectations and resume, along with a writing sample of the work you have produced to jobs@bcwf.bc.ca. Please put position title in the subject line of your email.

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the BC Wildlife Federation.