



EXECUTIVE DIRECTOR

The B.C. Wildlife Federation is British Columbia's leading conservation organization. We are B.C.'s oldest Conservation Organization, and for more than 65 years, we have protected and promoted the wise stewardship of wildlife and wild spaces across B.C. Our more than 43,000 members (and more than 100 member clubs) include: fish and wildlife scientists, anglers, traditional hunters, environmental consultants, guides, educators, regular folks, and more, all with the shared goal of conservation and thoughtful outdoor recreation. We base our decisions and recommendations on science, building research partnerships, consistent conservation recommendations, and collaborative advocacy based on transparency, integrity, and consistency.

The BCWF's Strategic Objectives are:

1. To ensure the sound, long-term management of British Columbia's fish, wildlife, park and outdoor recreational resources in the best interests of all British Columbians, and to coordinate all the voluntary agencies, societies, clubs and individuals interested in that objective, and
2. To develop and support a comprehensive educational program to make all British Columbians aware of the value of British Columbia's fish, wildlife, park and outdoor recreational resources, and to arouse in the public conscience a recognition of, and a respect for, the place of fish, wildlife and outdoor recreation in the wise integrated use of the nation's natural resources.

Read more at <https://bcwf.bc.ca/vision-mission-values/>.

JOB OVERVIEW

The Executive Director of the B.C. Wildlife Federation (BCWF) is a collaborative, purpose-driven leader who is passionate about working with diverse stakeholders with the shared goal of conservation and wise recreational use of B.C.'s outdoors. The Executive Director is responsible for developing and implementing overall strategy, running the operations of the BCWF, and leading a committed and knowledgeable team. The position plays a pivotal role in maintaining strategic linkages, effective communication and working relationships with Government and Non-Government Organizations, members and member clubs, and other stakeholders involved in the wise use and management of our fish, wildlife and outdoor recreation resources.

ACCOUNTABILITIES

- Work closely with the Board to develop a long-term strategic plan for the BCWF and implement the strategic plan as approved by the Board.
- Review organizational structure and determine the most effective structure in order to execute upon strategic plan.
- Oversee all business operations, including: prepare comprehensive annual budget, develop and implement fundraising plans and new sources of funding, ensure cost-efficient service delivery in line with BCWF's mission, and ensure the BCWF complies with all legislation and taxation requirements applicable to Not-For-Profit corporations.

- Lead a team of approximately 25 staff members with integrity, transparency, and consistency.
- Seek, develop and maintain effective partnerships with stakeholders, members and member clubs, and Government and Non-Government Organizations.
- Develop and implement media relations and communications strategies.
- Develop and propose policies for approval, and review and propose amendments to existing policies on an annual basis.
- Work collaboratively with the Board, committees, diverse stakeholders, and membership, throughout.

JOB REQUIREMENTS

- University degree in business administration, commerce, public administration or a related professional accounting designation and minimum 7 years' experience (or equivalent experience). A Masters of Business Administration would be considered an asset.
- Demonstrated experience in budgets, finance and contract management.
- Demonstrated experience leading a team of diverse and engaged professionals.
- Demonstrated experience in strategic planning, goal setting, resource allocation and developing performance measurement tools for both staff and organizational goals.
- Experience in negotiating/mediating solutions with stakeholders and developing positive, two-way relationships with clients.
- Experience at senior management levels in the for-profit or not-for-profit sectors.
- Experience adapting to rapidly changing work environments.
- Experience in managing a portfolio of clients in a customer service environment (an asset).
- Knowledge of issues impacting fish and wildlife conservation, angling and hunting, and outdoor recreation (an asset).
- Work a standard work week; however, from time-to-time, working evenings, weekends, or extended hours to accommodate activities such as Board Meetings, Annual General Meetings and representing the organization at public events.

BEHAVIOURAL COMPETENCIES

- Relationship Building
- Change Leadership
- Teamwork and Collaboration
- Results Orientation
- Managing Organizational Resources
- Empowerment



This is a permanent, full-time position, offering a hybrid blend of in-office and remote work at present. The position includes a full, generous benefits package, RRSP matching program, and a competitive salary.

The BCWF is committed to staff safety during the pandemic. In office, we have implemented Public Health Regulations in response to COVID-19 and fully support staff in hybrid work solutions. Our offices are conveniently located close to Hwy. 1 and the Golden Ears Bridge.

How to Apply

To apply, send a current resume or CV, cover letter and salary expectations in a combined PDF file along with your references to:

The B.C. Wildlife Federation Hiring Committee: Jobs@bcwf.bc.ca

Subject line: Executive Director Application

Applications will be reviewed upon receipt and the posting will remain open until filled.

We kindly ask that applications be sent by email only – no fax, mail or phone calls, please. Due to the high number of applications we receive, only applicants who are considered for an interview will be contacted.

We sincerely thank all applicants for their interest in this position.