

Director, Programs & Operations

Role Details

Department:	Programs & Operations	Date:	November 2023
Reports to:	Executive Director	Direct Reports:	Women's Program Coordinator, Program Assistant, CORE Coordinator, Membership Coordinator, Office Administrator, Reception and Administration Assistant, Marketing & Communications Manager, Marketing & Communications Coordinator and Public Relations and Communications Specialist

Job Purpose

The Director of Programs and Operations (D.P.O.) of the BCWF is a senior management team leader, responsible for assisting in the development and delivery of strategic plans, based on the BCWF's Constitutional purposes, through its operations and programs. As an administrator the D.P.O will facilitate in the coordination of voluntary agencies, societies, clubs, First Nations and individuals, interested in ensuring the sound, long-term management of British Columbia's fish, wildlife, park and outdoor recreational resources in the best interests of all British Columbians.

Core Responsibilities

This position reports to the Executive Director to further the BCWF's overall direction and the implementation of the approved budget. This may include other innovative, sustainable and results oriented solutions for all BCWF programs and operational projects.

Leadership:

- Provide team leadership that includes selection, recruitment, retention and training for staff through performance management. The D.P.O will ensure that employee practices and all appropriate guidelines are in compliance with the BCWF operating standards, and legislative standards creating a positive and supportive work environment.

Operations:

- Coordinate office activities and schedules, liaising with other departments.
- Assist in obtaining, maintaining and renewing applicable permits, licenses and related requirements deemed necessary for sustainable on-going operations of the BCWF office.
- Responsible for overseeing the office building and warehouse facility management.
- Facilitate Membership activities, annual plans and budgets.
- Oversee the front desk job functions and be responsible for performance reviews for the Women's Program Coordinator, Program Assistant, CORE Coordinator, Membership Coordinator, Office Administrator, Reception and Administration Assistant, Marketing & Communications Manager, Marketing & Communications Coordinator and Public Relations and Communications Specialist

Program Management:

- Oversee and manage the delivery and growth of each program, providing plans, implementation, budgets and program review at the end of each program cycle.
- Maintain a registration of applicable program logos and names.
- With the cooperation of the Committee Chairpersons, the D.P.O will assist in the development, updating, and reviewing applicable Terms of Reference, updating policies, procedures, guidelines, and reference materials.

Events (AGM, Trade Shows and Outreach):

- Assist in the planning and delivery of the BCWF AGM and other applicable events & outreach activities e.g. the Annual Trade Show and BC Outdoor Show as needed.
- Works a task metric workweek; however, working evenings, weekends, or extended hours to accommodate activities e.g. Board Meetings, Annual General Meetings and representing the organization at public events, will be required from time to time.

Communication and Meetings:

- Research, review and summarize reports and documents, preparing overviews, backgrounders and presentations, as needed.
- Report regularly to meetings with relevant reports.
- Assist with the development and distribution of Board, Committee and stakeholder communications.

Financial Management:

- Coordinate fundraising activities with the assistance of the appropriate BCWF personnel, Departments, and Committees.
- Write and prepare annual programs budget with the Finance Department and other Senior Staff Members for the approval of the BCWF BOD. These budgets may include Operations, Administration and Programs.

Competencies and Skills

Knowledge, Skills and Abilities:

- Responsible for composing budgets for various departments and providing the Executive Director with monthly reports and statistics.
- Demonstrate effective leadership, working within a non-profit organization, by facilitating programs and project implementation, including financial management, monitoring success metrics, and adjusting methods when needed.
- Recommend technological improvements for administrative purposes and which allow a more effective communication with all staff, BOD, and clients.
- Demonstrate excellent project management, interpersonal, and communication skills.
- Demonstrate the ability to think strategically and develop clearly written plans and objectives to achieve annual goals.
- Demonstrate the ability to work under the pressure of deadlines and budgetary constraints.
- Demonstrate strong computer skills and have the required knowledge to use MS Office programs, CRM experience, in an expeditious manner.
- Seek courses and training seminars for themselves and the Staff, which will improve job skills, positive team functionalities, and personal growth. Such learning may include subjects such as harassment, Indigenous Peoples, time management, and relevant computer and job skills.
- University degree in related discipline.

