

Strategic Development & Implementation Manager

Role Details

Department:	Corporate Development, Operations	Start Date:	April 30, 2025
Reports to:	Executive Director	Compensation	\$80,000

About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia’s leading conservation organization. As a province-wide member-driven charitable organization, with over 40,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance and promote the wise use of the environment for the benefit of present and future generations.

To support a workforce that reflects the diversity of our community, women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (2SLGBTQIA+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply.

Position Purpose

The Strategy Development & Implementation Manager plays a pivotal role in supporting the BC Wildlife Federation (BCWF) by overseeing day-to-day operations, helping define strategic direction, and ensuring alignment between the organization's strategic goals and its operations. This role includes collaborating with internal and external stakeholders to monitor and assess programs, track expenditures, and guide initiatives that drive BCWF’s mission. Reporting to the Executive Director (ED), the Strategy Development & Implementation Manager will contribute to enhancing operational efficiency and advancing the long-term vision of BCWF.

Core Responsibilities

- Collaborate with the Strategic Planning Committee and BCWF’s leadership team to help create, implement, and monitor the strategic plan, ensuring alignment with BCWF’s core values and goals.
- Partner with the Strategic Leadership Team (SLT) to manage the annual budget, track financial performance, and provide feedback and recommendations to the Executive Director regarding financial health and strategic priorities.
- Work closely with Department Heads and SLT to develop, implement, and refine operational plans that align with BCWF’s overall strategy.
- Review current programs to ensure both financial viability and strategic alignment, identifying opportunities for growth or improvement.

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- Create and implement new systems to streamline operations and better support BCWF's strategic goals, ensuring operational effectiveness.
- Ensure that all programs are delivered in a cost-effective and efficient manner, regularly reviewing expenditures against budget to maintain financial control.
- Work alongside Grant Writers and the Business Development Manager to secure funding for staffing and operational needs.
- Analyze BCWF projects, providing detailed feedback and reporting to the Executive Director, including assessments of timelines, budgets, and outcomes.
- Proactively recommend new revenue-generating initiatives, programs, and projects that align with BCWF's mission and financial goals.
- Supports iMIS Implementation special projects.
- Other duties assigned by the Executive Director.

Requirements, Competencies and Skills

- **Education:** Bachelor's degree in Business Administration, Commerce, Public Administration, or related field; professional accounting designation is a plus.
- **Experience:**
 - Minimum of 5 years in a managerial or leadership position, with demonstrated expertise in project management, budgeting, finance, and contract management.
 - Strong background in business and strategic planning, with experience in nonprofit operations and service delivery innovation.
 - Proven ability to manage and evaluate projects, work assignments, and teams to ensure effective execution.
 - Experience in driving results within a non-profit organization is preferred but not required.
- **Additional Skills:**
 - Excellent communication, organizational, and leadership skills.
 - Strong analytical and problem-solving abilities.
 - Ability to work independently and collaborate with cross-functional teams.
 - Ability to manage multiple priorities in a fast-paced, dynamic environment.

Working Conditions

- Standard workweek with occasional evening, weekend, or extended hours as required.
- Collaborative and dynamic office environment with opportunities for personal and professional growth.

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How to Apply

Deadline for applications: March 21, 2025 11:59 PM (Pacific Time)

To apply, please send a **single** PDF file combined cover letter and resume to **jobs @bcwf.bc.ca**.

We kindly ask that applications be sent by email only (no fax or mail applications please). Due to the high number of applications, only applicants who are selected for an interview will be contacted. We sincerely thank all applicants for their interest in the B.C. Wildlife Federation. For other career opportunities, please visit our website – www.bcdf.bc.ca/current-opportunities/