



## WILDLIFE HABITAT CANADA

Wildlife Habitat Canada (WHC) is a national, non-profit, charitable conservation organization with a mission to conserve wildlife habitat in Canada through wise conservation investments. We do this by administering conservation grant programs, providing conservation leadership and promoting participation in nature conservation, including migratory game bird hunting.

<b>Job Type:</b>	Permanent, Full Time
<b>Position Title:</b>	Program Director
<b>Salary:</b>	Commensurate with qualifications and experience (Range \$75,000 to \$90,000)
<b>Location of Work:</b>	247 – 2039 Robertson Road Ottawa, ON K2H 8R2
<b>Geographic Location:</b>	Eastern Ontario (Ottawa) – remote work locations may be considered on a case-by-case basis

WHC is presently responsible for delivering the Habitat Conservation Stamp Initiative under a Contribution Agreement with Environment and Climate Change Canada (ECCC), and administers the Land Trusts Conservation Fund under ECCC's Natural Heritage Conservation Program (which is delivered through their Contribution Agreement with the Nature Conservancy of Canada). While WHC follows a policy of communicating about its federally funded programs in both official languages, WHC business is generally conducted in English.

### **Job Description:**

The Program Director is the key management leader of WHC grant programs, Stamp and Print programs, marketing and communications. The position reports directly to the Executive Director.

General responsibilities include:

- Leading delivery of WHC's programs and effective administration of WHC's operations;
- Supervising and managing the activities of grant administration, Stamp and Print program and communications staff and service contractors;
- Generating new revenue sources and developing other sources necessary to support WHC's mission.

Grant Program: Responsible for the oversight of WHC's conservation grant program in accordance with a Contribution Agreement(s) with the federal government, and grant administration agreements with other organizations, including:

- Review of grant proposal templates, forms and other documents.
- Preparation of Call for Proposals to eligible organizations.
- Review and evaluation of grant applications including coordinating grant review panels and preparing funding recommendations for the Board of Directors.
- Overseeing the preparation of Letters of Agreement with grant recipients.
- Determining grant payment schedules, approving payment invoices, and supervision of the tracking and auditing of payments.
- Supervises the preparation of interim and final reports to ECCC, including the Performance Measurement Framework and National Tracking System.





- Assists with the preparation of grant program information for WHC auditors, as required.

**Stamp and Print Program:** Responsible for overseeing the delivery of WHC's Stamp and Print program, including:

- Working with ECCC as lead contact with regard to the production of the Stamp, including participating in the design and review of proofs, as required.
- Reviewing and approving quarterly artist royalty reports and payments schedule.
- Activities related to the Stamp Transfer Agreement and Outsourcing agreement(s) for contracted services, such as Stamp sales.
- Arranging production of philatelic products.
- Overseeing call for art entries, organization of annual art competition, preparation and implementation of Artist Agreement for winning artist, artist communications, etc.

**Marketing and Communications:** Responsible for overseeing and implementing WHC's communications and marketing programs, including:

- Developing communications program consistent with WHC's Strategic Plan.
- Coordinating the development and implementation of WHC's marketing plan and associated activities, including overseeing the development and distribution of product information, advertisements and other promotional materials.
- Overseeing donations to partner organization fundraising events.
- Overseeing the maintenance of WHC's website and social media pages, including the development of new content.

#### **Qualifications:**

- A Bachelor's degree in natural resource management, business management or equivalent skills and knowledge gained through work experience.
- Previous experience working for a not-for-profit or conservation organization (asset).
- Bilingualism – English/French fluency, written and oral (major asset).
- Solid, hands-on contract administration skills, including budget preparation, analysis, operational delivery, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and project management.
- Strong communication and writing skills, with a keen sense for detail.
- General knowledge of wildlife management and habitat conservation practices.
- Knowledge of fundraising strategies and donor relations unique to non-profit sector.
- Demonstrated ability to oversee and collaborate with staff.
- Skills to collaborate with Board Members and lead and motivate volunteers.
- Strong written and oral communication skills.

#### **To Apply:**

Please submit a cover letter outlining how your skills, knowledge and experience make you a good candidate for this position, and resume (MSWord or PDF only) by email to [cmack@whc.org](mailto:cmack@whc.org) by November 19, 2021.

We thank everyone who applies for their interest; however, only candidates selected for an interview will be contacted.

