



## Wildlife Habitat Canada Executive Director Job Posting

**Job Title:** Executive Director

**Location:** Hybrid with preferred location in the immediate Ottawa area but will consider reasonable travel distance for effective organizational operations. Candidates are required to be based in Canada and have the right to work without visa assistance from Wildlife Habitat Canada.

**Position Type:** Full-time with the option of working flexible hours.

**Application Deadline:** October 25, 2024 (11:59pm EST)

**Start Date:** January 2025

**Salary:** The salary range for this position is \$110,000 - \$130,000 per year, commensurate with experience and qualifications. Wildlife Habitat Canada offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous RRSP match.

### About Wildlife Habitat Canada

Founded in 1984, Wildlife Habitat Canada (WHC) was established to spearhead conservation efforts for North American waterfowl and wetlands. Supported by funds from the Wildlife Habitat Conservation Stamp (“duck” stamp), which hunters are required to purchase, WHC collaborates with conservation minded individuals and organizations to make a significant impact on Canada’s landscape.

More than 40 years later, the importance of WHC’s Mission remains critical. In the face of climate change and biodiversity loss, habitat conservation is more urgent than ever. As WHC looks to the future, we are committed to catalyzing and leading conservation efforts across Canada and aim to recruit leadership that recognizes these changes and challenges. WHC is excited to explore new opportunities that will broaden our impact and secure the future of habitat conservation in Canada.

Our Mission is to conserve wildlife habitat in Canada through partnerships and strategic conservation investments. We remain a vital partner to hunting and environmental organizations while exploring new avenues for expanding our reach. Future growth will involve collaborations with cultural heritage organizations, academia, the agricultural community, Indigenous communities, Canadian corporations, philanthropic foundations and other strategic partners.

## Position Overview

We are seeking an **Executive Director** who shares this larger vision and brings the following qualities:

- Passionate about habitat conservation.
- Strong financial acumen.
- Energetic advocate for WHC's Mission, building relationships with governments, Indigenous communities, non-government organizations (NGO's), partners, and the general public.
- Proactive and innovative in anticipating change, identifying emerging opportunities, and fostering creative solutions to manage change.
- Collaborative approach with a history of building effective partnerships and strategic alliances with agencies, NGOs, businesses, and academia. A builder willing to take measured and well-thought-out risks.
- Deep knowledge of the Canadian conservation landscape, including Indigenous-led conservation initiatives.
- Open-minded, creative, and flexible, fostering trust among staff and partners.
- Outstanding communication skills, especially verbal, with the public, key stakeholders/rights holders/partners, and the Board. A skilled listener is highly valued.
- Solid leadership and management skills to support and nurture our strong core of 9 staff members, including promoting staff empowerment and professional development opportunities, and protecting their health and safety.
- Committed to principles of diversity, equity, inclusion, and reconciliation with a strong team orientation.
- Proven success in program development, including fundraising and promoting organizational entrepreneurship.
- Understanding of Board Governance, and staff relationships.

## Professional Qualifications

- Several years of progressively responsible senior management experience in natural resource management or conservation, preferably in government or the non-profit sector.

- A minimum of a bachelor's degree in natural resource management, business management or equivalent experience.
- Strong budgeting skills, including budget preparation, analysis, contract administration, decision making and financial reporting.
- Strong organizational abilities including strategic planning, delegating, program development and project management.
- Ability to convey WHC's strategic vision to staff, Board members, government agencies and donors.
- Knowledge of fundraising strategies and donor relations in the non-profit sector.
- Skills to collaborate with and motivate Board members and other volunteers.
- Strong English written and verbal communication skills with public speaking proficiency. Bilingualism is considered an asset.
- Demonstrated ability to oversee and collaborate with staff.
- Strong MS Office skills.

## Job Description

The Executive Director is the key management leader of Wildlife Habitat Canada (WHC). The Executive Director is responsible for overseeing the administration, programs and the strategic plan of the organization. Key duties include national conservation leadership, grant administration, fiscal controllership, revenue generation, and marketing. The position reports directly to the Board of Directors.

- 1) Board Governance:** Works with the Board to fulfill the organization's Mission to conserve wildlife habitat by wisely investing Wildlife Habitat Conservation Stamp funds contributed by waterfowl hunters and other revenues which WHC generates and invests to fulfill our Mission.

Responsible for:

- Leading WHC in a manner that supports and guides the organization's Mission as defined by the Board of Directors and within the boundaries established in Board policies on governance including Executive Limitations.
- Effectively delivering upon the Strategic Plan
- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- 2) Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

Responsible for:

- The fiscal integrity of WHC, to include submission to the Board of a proposed annual budget and monthly (regular) financial statements, which accurately reflect the financial condition of the organization.
- Fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Generating new revenue sources and developing other resources necessary to support WHC's Mission.
- Working with partners and funders to help deliver new conservation programs which meet the Mission of WHC.

**3) Organization Mission and Strategy:** Works with Board and staff to ensure that the Mission is fulfilled through programs, strategic planning and outreach (including partnership development).

Responsible for:

- Implementation of WHC's programs that carry out the organization's Mission.
- Strategic planning to ensure that WHC can successfully fulfill its Mission into the future.
- Enhancement of WHC's reputation by being active and visible in the conservation and hunting community and by working closely with partners including government, conservation and hunting organizations, and the private sector.

**4) Organization Operations:** Oversees and implements resources to ensure that the operations of the organization are appropriate.

Responsible for:

- Effective administration of WHC operations, including oversight of WHC's conservation grant program in accordance with a contribution agreement with the federal government.
- Hiring and retention of competent, qualified staff.
- Signing notes, agreements, and other instruments made and entered into on behalf of the organization.

### **General Responsibilities:**

- 1) Planning and operation of annual budget.
- 2) Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
- 3) Serving as WHC's primary spokesperson to the organization's constituents, the media and the general public.

- 4) Establish and maintain relationships with various organizations throughout the industry and utilize those relationships to strategically enhance WHC's Mission.
- 5) Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall profile of WHC.
- 6) Supervise and collaborate with WHC staff.
- 7) Strategic planning and implementation.
- 8) Oversee WHC's Board and committee meetings.
- 9) Oversee marketing and other communications efforts.
- 10) Review and approve contracts for services.
- 11) Other duties as assigned by the Board of Directors.

## **Employment Equity Statement**

WHC is committed to building a diverse workforce that reflects the communities we serve. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of racialized communities, and 2SLGBTQIA+ persons.

## **Interested Applicants**

Please submit your cover letter and resume to Yolaine Charette at [ycharette@whc.org](mailto:ychette@whc.org) by October 25, 2024 (11:59pm). Offer of employment is conditional on background checks and verification of credentials. We thank all applicants for their interest, however, only those selected for an interview will be contacted.