



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.

Job Type:	Permanent, Full Time
Position Title:	Program Director
Salary:	Commensurate with qualifications and experience (Range \$75,000 to \$90,000)
Location of Work:	247 – 2039 Robertson Road Ottawa, ON K2H 8R2
Geographic Location:	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 and the Natural Heritage Conservation Program – Land Trusts Conservation Fund, both under Contribution Agreements with Environment and Climate Change Canada (ECCC). Additionally, WHC administers the Community Conservation Action Program, an internal program supporting nature conservation efforts at a more local level across Canadian communities.

Please note that 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 responsible for overseeing the successful administration of all grant programs, the Stamp and Print program, marketing and communications strategic plan and approved business generation. 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.
- Supporting the Executive Director, as needed.

Grant Programs: Responsible for the oversight of WHC's conservation grant programs 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, for applicable programs.
- 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.
- Works with program staff to verify reporting.
- Works with program partners and/or consulting agent(s) to ensure successful program structures and implementation.
- Attends key events and/or presents program and organizations information for relevant audiences.
- Supports the Executive Director where and as needed (acts in their absence, when and if needed).

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.
- Overseeing and supporting the arrangement of 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 the creation, adaptation and implementation of WHC's communications and marketing strategic plan, including:

- Communications program consistent with WHC's Strategic Plan.
- Implementation of WHC's marketing plan and associated activities, including overseeing the development and distribution of product information, advertisements and other promotional materials.
- Donations to partner organization fundraising events.
- 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 budgeting skills.
- Strong communication and writing skills, with a keen sense for detail.
- Good public presentation skills.
- 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 staff.
- 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 (PDF only) by email to ycharrette@whc.org by March 21, 2025.

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

