

Executive Director

- LOCATION:** **Sea To Sky Region, BC**
Hybrid work arrangement available: a combination of in-person hours and work from home.
Note: Office is located in Whistler, equipment storage is in Squamish, and work sites are throughout the Sea to Sky Region. The successful candidate will have the option to work most days from home (preferably within the Sea to Sky region).
- TERM:** Permanent Full-time
- WORK HOURS:** 38 hrs/week. Flexible schedule - can be worked as a compressed work week, e.g. 4 days/week, or a 9-day fortnight.
- COMPENSATION:** Base salary \$80,000 - \$88,000 (depending on skills and experience, with annual review), plus vacation and benefits
- JOB PERKS:** Extended Health Benefits, 3 weeks annual vacation (starting) allowance, Flexible schedule, Time in lieu bank, Reimbursement of professional association fees, Support for professional development.

POSITION OVERVIEW

The Sea to Sky Invasive Species Council (SSISC) is a non-profit organization and registered charity that works to minimize the threat of invasive species in the Sea to Sky Corridor. This includes inventory, control and monitoring programs for invasive species, as well as education and outreach programs that aim to raise awareness about their impacts. Take a look at <https://ssisc.ca/> to learn more about what we do.

The SSISC is looking for a highly skilled Executive Director who can build partnerships, secure funding agreements, manage a team of permanent and seasonal staff, develop and implement strategic objectives, manage the operational budget and programs, and lead the organization in working towards our mission.

The Executive Director needs to be an effective, decisive leader with well-developed communication skills, a diverse skill set in business or non-profit management, as well as a working knowledge of invasive species management.

This is a complex and exciting role in a dynamic and inspiring landscape that requires a confident leader with a broad skillset to step in to take the reins of a well-functioning and stable organization.

DESCRIPTION OF DUTIES

Reporting to the board of directors, the Executive Director will oversee the strategic direction and operations of SSISC's programs and team. The Executive Director will:

- Lead the development and implementation of SSISC's strategic, operational and annual plans;
- Liaise and communicate effectively with the board of directors, and support effective governance of the organization, including co-hosting and planning board meetings and the annual general meeting of members;
- Manage the organization's annual budget and oversee financial management;
- Identify staffing needs, recruit and retain a diverse team of qualified staff and contractors that work together to achieve the organization's mission;
- Oversee program plans, staff workplans, and provide mentorship and support to SSISC's program managers;
- Identify and pursue appropriate fundraising and revenue generation strategies, including preparing proposals and grant applications, negotiating funding agreements, partnership agreements, and fee-for-service agreements;
- Represent SSISC publicly, at partner events, and respond to media enquiries;
- Ensure SSISC's compliance with the CRA, the BC Registry of Societies;
- Ensure SSISC's compliance with insurance and other regulatory requirements;

- Ensure SSISC's work aligns with overarching strategies and plans (e.g. Invasive Species Strategy for BC, BC EDRR Plan, and municipal plans, policies and bylaws);
- Maintain and further develop productive relationships with key partners and funders;
- Communicate and collaborate with the BC Regional Invasive Species Organizations Network, the affiliate network of the Invasive Species Council of BC, and other professional networks;
- Collaborate with, and provide invasive species expertise and support to key partners (including municipalities, provincial and federal governments, industry partners, and indigenous organizations);
- Facilitate SSISC's annual land manager planning process and regional species prioritization;
- Ensure delivery of funder-specific workplans, reports and deliverables;
- Maintain effective management systems for spatial data, documents and files, time tracking, financial management and human resources;
- Develop and maintain policies and procedures;
- Oversee and continually improve SSISC's Occupational Health and Safety program;
- Administer bank accounts, payroll, staff benefits program, and financial management systems.

REQUIRED SKILLS AND QUALIFICATIONS:

The ideal candidate will:

- Have experience in a leadership role, preferably in a non-profit organization;
- Have experience managing a team;
- Have a working knowledge of invasive species management;
- Have a bachelor's degree (or higher) in a natural resources/sciences, biology, agriculture or other relevant field;
- Be registered, or eligible to become registered as a fully licensed professional with the BC Institute of Agrologists (PAg) or the BC College of Applied Biology (RPBio).
- Have exceptional interpersonal and communication skills, and be confident speaking in public;
- Have experience in fundraising, grant-writing and crafting winning proposals;
- Have experience managing budgets;
- Be comfortable in a decision-making role;
- Be a self-motivated individual, able to work with minimal supervision on multiple projects simultaneously;
- Be super organized, have well-developed clerical and admin skills, have excellent attention to detail;
- Have a valid BC driver's license (Class 5), access to a reliable vehicle and be willing to drive to locations throughout the region (mileage will be paid).

Preference may be given to candidates who:

- Reside in the Sea to Sky region;
- Have experience using spatial data and GIS software, specifically ESRI programs;
- Have experience working with, or knowledge of herbicides;
- Have experience working with local, provincial, or federal governments or indigenous organizations.

TO APPLY, PLEASE FILL OUT THE [APPLICATION FORM](#) + SEND YOUR RESUME and COVER LETTER *as one PDF file* TO:

SSISC Board of Directors at info@ssisc.ca

ONLY CANDIDATES BEING CONSIDERED FOR THE POSITION WILL BE CONTACTED.

ACT FAST! Applications will be accepted until the position is filled.