

CANADIAN COUNCIL ON INVASIVE SPECIES EXECUTIVE DIRECTOR JOB DESCRIPTION

Are you interested in leading and building a strong national voice to protect Canada's environment and communities from the growing risks of invasive species? Are you passionate about building partnerships, making a difference and expanding our connections in the federal government and with Indigenous leaders and partners across Canada?

This unique opportunity includes leading a virtual team from your virtual office. Reporting to the Board of Directors of the Canadian Council on Invasive Species (CCIS), the Executive Director (ED) provides strategic direction and leadership and participates in the overall stewardship of the organization through its governance system. The ED supports the Board of Directors and a skilled and motivated team of approximately ten staff working in a virtual office model.

As Executive Director, you report to the Chair of the Board and are accountable for the CCIS operations, financial performance, human resources, projects, and communications. You will achieve organizational objectives that must continuously adapt to environmental, legislative, technological, and economic factors.

Ideally, you have successful experience leading and growing a business or an association.

Please apply to careers@canadainvasives.ca with covering letter and resume by June 20th, 2022. Position will stay open until filled.

Position Type: Full-time

Key Responsibilities

1. Strategic Leadership
 - Ensures CCIS builds and maintains national strategic relationships, including those with Federal Government, Indigenous partners and our Chapter network.
 - Acts as the public face of the CCIS
 - Builds strategic partnerships with government (federal, provincial) and national business stakeholders
2. Strong Strategic Planning and Reporting
 - Directly supports and works with the Board to provide overall strategic leadership and direction, including the strategic plan.
 - Oversees the development and delivery of annual work plans.

- Ensure current and clear traction on the long-term strategic plan.

3. Communication

- Acts as spokesperson for CCIS.
- Effectively communicates with stakeholders, including Board, staff and external organizations/agencies.
- Plans and directs public communications campaigns.

4. Financial Accountability

- Provides prompt, thorough, and accurate information to keep Board appropriately Informed of the organization's financial position.
- Overall financial accountability for growing organization of \$1 million, including performance, budget development, tracking, decision-making, and revenue generation.
- Guides annual budget development.
- Works with Chapters on financial oversight and financial literacy.

5. Human Resources

- Provides leadership, support and guidance through consistent communication and performance management for a virtual staff across Canada.
- Ensures a safe, respectful and inclusive work environment.
- Builds accountability through performance management.
- Has overall responsibility for all staff members, including non-direct reports.
- Ensures regular performance reviews for all staff members.
- Leads development and implementation of employee salary and benefit plans.

6. Project Management

- Ensures timely and full delivery of projects.
- Demonstrates ability to adapt to changing priorities, flexibility in day-to-day work and ability to manage challenges.
- Ensures the delivery of quality products and services.

7. Governance

- Oversees the organization's day-to-day operations and manages compliance with legal and regulatory requirements, per bylaws, policies, and procedures.
- Builds and supports a strong Board of Directors and key Board committees with regular meetings and communication.
- Responsible to the Board for policy development and implementation.
- Accountable to the Board, reporting directly to the Chair.
- Develops and manages organization policies.
- Ensures all relevant and required items are brought to the Board.
- Assures that the organization and its mission, programs and services are consistently presented in a strong, positive image.

Required Qualifications and Experience

- Post-secondary degree/diploma in Public Administration, Business Administration, Natural Resources or equivalent experience.
- At least three years at an Executive Director/senior leadership level.
- Experience in government relations.
- Strong background in management and administration, including strategic, business, service, and resource planning.
- Excellent administrative management skills, including financial and human resource management.
- Excellent communication skills and abilities (verbal, written, and presentation).
- Respectful of people of all races, religions, genders, sexual orientations, physical abilities, backgrounds, and philosophies, particularly First Nations, Inuit and Métis peoples.

Ideal Assets

- Ability to communicate in both official languages of Canada.
- A background in invasive species