



JOB POSTING

Ecology North - Executive Director **Application Deadline: June 26th, 2020**

The Organization:

Ecology North is a charitable, non-profit organization that was formed in 1971 to support sound environmental decision-making on an individual, community and regional level. Ecology North's mission is to bring people and knowledge together for a healthy northern environment. We have been working in five main program areas: water stewardship, climate change mitigation and adaptation, waste reduction, local food sustainability and environmental education.

Ecology North has grown from a volunteer driven organization to one that includes six to ten staff members in a very busy office. The organization is currently in a period of transition and is looking for new leadership in an Executive Director.

Job Posting:

Ecology North is looking for a dynamic, well-rounded and highly motivated professional to provide leadership in the Executive Director position. Based in Yellowknife this position offers the challenging but rewarding opportunity to run a highly effective and well-respected independent ENGO in Canada's North.

The position reports directly to the Ecology North volunteer Board of Directors. The new Executive Director will work with the Board of Directors and the Strategic Planning Committee to complete a strategic plan to set the course of the organization for the next three years.

This position has a high degree of autonomy and responsibility. The Executive Director is responsible for managing a staff of up to 10 people, including full-time, part-time, student and contract employees, and a budget of up to \$1 million annually. It requires a candidate who is passionate about the environment, has excellent organizational skills, and has knowledge and experience in administration, human resources management, financial management, strategic planning, governance and policy.

Ecology North will provide training and knowledge transfer through a transitional crossover with the current Executive Director. Direction will be provided by the Board of Directors.

Salary is competitive with northern environmental non-profit organizations and limited health and professional development benefits apply.

Executive Director Duties:

The Executive Director is responsible for overseeing the administration, programs and strategic plan implementation for the organization. Specific responsibilities of the position include:

1) Working with board and staff to ensure Ecology North's mission is fulfilled through programs, strategic planning and community outreach:

- Leading Ecology North in a manner that supports and implements Ecology North's mission.
- 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.
- Supporting the board in the development of strategic direction and policies, planning, and effective governance.
- Working with the Board of Directors and Strategic Planning Committee to develop and implement a strategic plan to guide Ecology North into the future.
- Developing partnerships and working closely with NWT communities, federal, territorial, municipal and Indigenous governments, funding agencies, community and environmental organizations, and other potential partners to implement Ecology North's mission.
- Working with the Northern Centre for Sustainability Committee to find Ecology North a permanent home.
- Representing Ecology North and being the public face of the organization.

2) Managing Financial Performance and Ensuring Viability:

- Ensuring adequate funding is in place to support Ecology North's activities.
- Ensuring the fiscal integrity of Ecology North, including developing an annual budget and providing the board with quarterly financial statements that accurately reflect the financial condition of the organization.
- Managing Ecology North within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.

3) Organization Operations:

- Ensuring effective administration of Ecology North operations.
- Hiring, managing and retaining competent, qualified staff.
- Working with staff to develop effective workplans, track learning plans, and ensure high caliber work is completed on time and budget.
- Building and maintaining an effective team atmosphere, and ensuring a positive staff environment.
- Ensuring Ecology North meets all legal obligations
- Participating in Board-led Ecology North committees.
- Updating and implementing Ecology North policies.
- Providing direction and support to the Office Manager to ensure effective day-to-day administration and communications.

Qualifications:

The Executive Director requires a broad and diversified skillset and an ability to make quick and effective decisions while still planning long-term. Ecology North is looking for an Executive Director with the following skills and aptitudes:

Skills:

- Excellent organizational and timemanagement skills
- Ability to multi-task and manage a busy and dynamic office
- Excellent planning and project management skills, including a track record of anticipating project-related challenges and effective problem solving
- Ability to effectively manage projects with multiple staff working collaboratively
- Human resource management skills and experience
- Experience with financial management and budgeting
- Knowledge of policy and governance
- Demonstrated excellence in oral and written communication
- Demonstrated ability to secure project funding
- Ability to network and build contacts
- Ability to work effectively with northern communities and organizations
- Excellent computer literacy including word processing and spreadsheets
- Media and communication experience

Aptitudes:

- Organized
- Self-motivated and self-starter
- Passionate about and knowledgeable about northern environmental issues
- Collaborative, and team focused
- Willingness to be flexible
- Able to handle stressful situations
- Entrepreneurial

Educational Background and Experience:

A university degree (Business, Administration, Science, Environmental Studies or other relevant field) and a minimum of eight years related experience or equivalent. Management experience, and knowledge and experience in civil society organizations or NGOs would be highly beneficial. Entrepreneurial skills and northern experience, particularly in the NWT would be a huge asset. Knowledge of and experience in the environmental field would be valuable.

Applicants must be able to provide, on request, three employment references, including a reference from their current or most recent employer.

At the final stage of screening, after interviews but prior to signing a contract, all potential candidate(s) will be required to produce a vulnerable sector check to ensure that no prior conviction may present an impediment to working with vulnerable people.

Terms of Employment:

This position is a permanent, full-time contract, dependent long-term on the successful generation of sufficient funding sources. The position is based in Yellowknife, Northwest Territories.

Salary is negotiable and will be competitive for a northern ENGO. Health benefits and leave allocations are included as specified in the Ecology North personnel policy. Occasional weekend and evening hours will be required.

Anticipated Start Date:

- Immediately

Application Process:

Please submit your cover letter and resume ***no later than midnight, MST on June 26th, 2020*** to:

Lynda Yonge,
Chair of Human Relations Committee,
Ecology North Board
admin@ecologynorth.ca

(867) 873-6019
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Yellowknife NT, X1A 2P3

All questions related to this posting can be directed to Lynda Yonge by e-mail.

To learn more about Ecology North, please visit www.ecologynorth.ca