



Executive Director

Centre for Human-Wildlife Conflict Solutions (WildWise Yukon)

\$30-38/hr, depending on experience

15-20 hours/week

Background

WildWise Yukon (WWY) is a non-profit society working in Yukon since 2012 to prevent and reduce human-wildlife conflict. The organization seeks to influence human behavior change by educating locals, visitors, governments, other organizations and the private sector about the drivers of human-wildlife conflict and evidence-based approaches to prevention and mitigation. WWY takes a multi-pronged approach, identifying and engaging in research opportunities, taking direct action through programs that reduce the availability of attractants and engaging in policy and planning opportunities with other stakeholders. WWY makes significant effort to connect and partner with all local governments, as well as Umbrella Final Agreement mandated management boards and councils. We draw on many perspectives to help inform the public about respectful coexistence with wildlife.

Position Summary

This is a contract position, negotiated yearly depending on available funds. The Executive Director (ED) receives direction from a volunteer Board of Directors (board). Board involvement includes strategic planning, monthly review of activities and engagement in subcommittee work when required. The board is at arm's length from operations.

The ED leads program development and planning, recruitment and management of funding agreements, financial and organizational management, hiring and supervision of seasonal staff and consultation with partners to identify opportunities for collaboration that help achieve the organization's goals. The ED is the 'face' of the organization, responsible for communicating the organization's mandate and activities to media, partners and the general public. The ED communicates new opportunities to partner and new approaches taken by other organizations to the board and works with board members to develop an annual work plan.

Required skills:

Leadership, financial management, proposal writing, planning & strategic initiatives, and organizational management.

Key Duties and Responsibilities

Leadership

- Serving as the liaison between the Board and staff
- Reporting regularly to the Board, organizing monthly meetings, recruiting board members as required and organizing and attending the annual general meeting.
- Identifying and leading consultations and collaboration with stakeholders, including government, non-profit organizations, boards and councils, special interest groups and the public and maintaining the organization in good standing with all partners.
- Representing the organization on local, national and international working groups, at events and conferences and in the media. This includes delivering presentations about the organization and current projects.
- Identifying opportunities and new direction for the organization based on emerging trends and best practices.

Financial Management & proposal writing

- Maintaining an understanding of funding opportunities, their timelines and reporting mechanisms.
- Negotiating short-term and multi-year project and operational funding agreements.
- Seeking and managing grant contributions and donations from foundations and other funders.
- Writing funding proposals and maintaining accountability and good standing through timely reporting.
- Development and administration of all budgets and reporting budgets and budget constraints to funders and the board.
- Building and maintaining financial reserves and making responsible and appropriate spending decisions.
- Managing invoices and arranging payment with signing authorities in a timely manner.
- Keeping detailed financial records and collaborating with the bookkeeper throughout the year and the accountant if a financial review is required.
- Reporting to Corporate Affairs yearly with all required documentation.
- Reporting to Canada Revenue Agency as required.

Planning and Strategic Initiatives

- Developing metrics and evaluating effectiveness of all programs and approaches.
- Building programs and services in an effective way and based on best practices, best available knowledge and lessons learned.
- Sharing information with other organizations and promoting WWY as a trustworthy source of information.
- Expanding the organization's capacity through partnerships
- Ensuring that WWY is taking a locally and culturally relevant and appropriate approach by partnering with First Nations governments, boards and councils and rural and remote community organizations.
- Keeping track of emerging planning processes (such as land use, parks, habitat protection and wildlife conservation initiatives) and ensuring that preventing and reducing conflict with wildlife is considered in a consistent and achievable and measurable manner.

- Developing policies and procedures for the organization when required and managing risks in order to protect the board, staff and the integrity and standing of the organization.
- Predicting and identifying program material and equipment requirements and ensuring funding applications take those needs into account.

Organizational Management

- Writing contracts, job descriptions and requests for proposals.
- Overseeing the recruitment, supervision and management of all employees.
- Facilitating communication, training and knowledge sharing with new employees and board members.
- Facilitating regular communication with contractors.
- Organizing training opportunities for board members and employees.
- Keeping track of inventory.

Other Duties

- Leading research and information gathering projects.
- Organizing fundraising events.
- Recruiting volunteers and overseeing volunteer activities.

Qualifications

Required

- Experience leading a non-government organization or business.
- Knowledge of the drivers of and current approaches to reducing human-wildlife conflict.
- Experience seeking and obtaining funding from government and non-government organizations.
- Proven aptitude in financial management.
- Proven supervisory experience in a setting that promotes teamwork, trust, and integrity.
- Proven ability to work collaboratively and respectfully with a diversity of stakeholders.
- Knowledge of the Umbrella Final Agreement, Yukon First Nations and co-management boards and councils.
- Excellent oral, written communication and presentation skills.
- An ability to work independently and manage a flexible work schedule.
- Demonstrated commitment to community and environment.

Preferred

- University degree or post-secondary diploma or certificate
- Experience working with a Board of Directors
- An understanding of current approaches to behavior change
- An understanding of wildlife management and conservation in Yukon

Working Conditions

- WWY does not have an office. The Contractor provides their own work space and is compensated for phone, internet and office supply expenses.
- The Contractor will be required to work occasional evenings and weekends.
- The Contractor will be required, on occasion, to travel within the Yukon and Internationally. The Contractor must have their own vehicle and insurance. Travel is compensated at the Yukon Government rate.
- Flexible working hours, based on 15-20 hours per week.