



PO Box 2052, Prince George, BC V2N 2J6

Northwest Invasive Plant Council

Executive Director

The successful candidate will be an independent contractor or self-employed and expected to provide a home office and use of a personal vehicle.

Closing Date: August 1, 2024, 4:00 pm PST

Email your resume with a cover letter addressed to erikswanson45@hotmail.com. Only digital applications will be reviewed.

Overview

The Northwest Invasive Plant Council (NWIPC) is a registered, non-profit organization that works to minimize the threat of invasive species in BC's northwest, including Haida Gwaii. This includes inventory, control and monitoring programs for invasive plant species, as well as education and outreach programs that aim to raise awareness about their impacts.

The NWIPC is looking for a highly-skilled Executive Director who can build partnerships, secure funding agreements, manage the organization's team of personnel and contractors, develop and implement strategic objectives, manage the administrative and operational budget and programs, and lead the organization in working towards our mission.

This is a complex and exciting role in a dynamic field that requires a confident leader with a broad skill set to step in to assume the management of a well-functioning and stable organization. The Executive Director will be an effective and decisive leader with well-developed communication skills, diverse competencies in business or non-profit management, and familiarity with invasive species and invasive species management with the focus on invasive plants.

REQUIRED SKILLS AND QUALIFICATIONS:

The ideal candidate will:

- Have experience in a leadership role, preferably in a non-profit organization
- Have a minimum of three (3) years experience managing a team
- Have a general knowledge of invasive species management
- Have a bachelor's degree (or higher) in a natural resources/sciences, biology, agriculture or other relevant field (e.g., Environmental Education); equivalent experiential learning may be considered.
- Have exceptional interpersonal and communication skills and be confident speaking in public
- Have experience in grant-writing, crafting winning proposals and preparing quotes
- Experience with preparing presentations and summary reports
- Have experience managing budgets
- Be comfortable in a decision-making role

- Be an initiative-taking individual, able to work with minimal supervision on multiple projects simultaneously
- Be extremely organized, have well-developed clerical and administration skills, with excellent attention to detail
- Hold a valid BC driver's license (Class 5), access to a reliable vehicle and be willing to drive to locations throughout the region
- Expertise in and access to Microsoft 365 products and Adobe Acrobat
- Expertise in summarizing data using Excel Pivot Tables or other data summary software

DESCRIPTION OF DUTIES

Reporting to the Board of Directors, the Executive Director will:

- Lead the development and implementation of NWIPC's strategic and operational 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
- Identify and pursue appropriate revenue generation strategies, including preparing proposals and grant applications, negotiating funding agreements, partnership agreements, and fee-for-service agreements
- Prepare and manage the organization's annual budget and oversee financial management
- Identify staffing needs, recruit volunteers and contractors that work together to achieve the organization's mission
- Oversee program plans, staff workplans, and provide mentorship and support to NWIPC's program personnel
- Represent NWIPC publicly, at partner events, and respond to media enquiries
- Ensure NWIPC's compliance with the BC Registry of Societies, insurance, and other regulatory requirements
- Ensure NWIPC'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 Invasive Species Council of BC, and other professional networks
- Collaborate with and provide invasive species information and support to key partners including municipalities, provincial and federal governments, industry partners, and Indigenous organizations
- Facilitate NWIPC's 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
- Maintain, update or add new policies and procedures
- Administer bank accounts, approve invoices for payment, and work closely with the NWIPC's third party bookkeeper to maintain the integrity of the NWIPC financial management systems



PO Box 2052, Prince George, BC V2N 2J6

Preference may be given to the candidate who:

- Resides in the Prince George region and can maintain a home office
- Is an independent contractor or self-employed
- Is 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)
- Has experience using spatial data (e.g., Google Earth) and/or GIS software
- Has experience working with, or knowledge of herbicides
- Has experience working with local, provincial, federal governments, and Indigenous organizations

Compensation: \$75,000 - \$85,000 commensurate with experience and qualifications. Travel costs will be recoverable based on April 2024 BC government rates for kilometres and per diems with accommodations at cost.

Only applicants who meet the required qualifications and skills will be considered. Should you be short listed, the NWIPC will request letters of reference.