



# EXECUTIVE DIRECTOR

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Wye Marsh Wildlife Centre is located in Midland Ontario and is managed by the Friends of Wye Marsh Inc., a not-for-profit charitable organization. The Centre is open 362 days a year and provides school and public programs for over 30,000 visitors annually. Friends of Wye Marsh Inc. is governed by both federal and provincial regulations for all activities and land use.

Friends of Wye Marsh Inc. is looking for an Executive Director. This opportunity is perfect for someone who is dedicated to the protection of wildlife and wetlands.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility of the Wye Marsh staff, programs and mission of being a centre of excellence for wetlands research, interpretation and education based on the principle of stewardship and the importance of environmental awareness. Overseeing the staff and volunteers, the Executive Director will strive to continually maximize the organization. This hands-on role is responsible for a variety of functions including finance, administration, human resources, program planning, fundraising, advocacy and stewardship.

## **Responsibilities**

- Be an ambassador and supervisor of the organization
- Researches, plans, develops, and implements programs and services
- Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Fosters a positive work environment and motivates an effective team to meet organization goals
- Represents the organization at community activities, enhances the organization's community profile
- Develops and implements fundraising initiatives
- Manages government regulatory filings and keeps abreast of legislative changes
- In cooperation with board treasurer and bookkeeper creates, improves and monitors the organizational financial system to ensure board and staff have a solid understanding of the organization's financial position while facilitating sound financial decision making;
- Weighs the financial impact all decisions may have on the overall organization and endeavours to always maximize value received in return for resource allocation
- Ensures that the organization complies with all relevant bylaws, rules and legislation
- Ensures that the operation of the organization meets the expectations of its Board, Members, Donors, Volunteers and Visitors
- Oversees day-to-day operation of the organization including government communications, staffing, programing, volunteers and community engagement



- Drafts policies for the approval of the Board, prepares procedures to implement the organizational policies, reviews existing policies on an annual basis and recommends changes to the Board as appropriate. Attends Board meetings and keeps the Board apprised of Wye Marsh operations and programs
- Participates in the creation of an organizational vision

### **Qualifications**

- Minimum 5 year's experience in a similar position or related field
- University or College education in a business-related field
- Standard First aid/CPR certifications
- Police Criminal Records Check
- Valid Ontario Driver's license (drivers abstract required at time of hire)
- Bilingualism is an asset
- Demonstrated experience in fundraising and grant applications
- A solid comprehension of finance, budgeting and filing regulatory filings
- Experience in managing a small team and volunteers
- Proficient in MS Office

### **To Apply**

This role comes with a competitive salary and benefits.

This role is perfect for someone who has a passion for the environment and conservation. This is a hands-on role with many programs that are run. Interested candidates should submit their résumé to Nicole Horbatiuk, Vice President, Board of Directors at [nicolehorbatiuk@gmail.com](mailto:nicolehorbatiuk@gmail.com) by March 31, 2021. We thank all candidates who apply, however, only those chosen for an interview will be contacted.