



JOB POSTING: EXECUTIVE DIRECTOR

About Us

Sierra Club of BC Foundation is a non-profit environmental and social justice organization whose mission is to protect and conserve British Columbia's wilderness, species ecosystems and humans, within the urgent context of global climate change. We advocate the responsible use of B.C.'s natural resources while promoting a modern, equitable economy that sustains our planet in every way. Sierra Club BC works with First Nations and all levels of government to provide science-based conservation viewpoints and advice on policy decisions that affect a range of environmental issues. Based in Victoria, B.C., we are a dynamic and influential organization. Learn more at www.sierraclub.bc.ca.

Position Summary

As Executive Director, you are highly-experienced, visionary, policy-oriented, and a strategic thinker. You are fiscally responsible, deeply knowledgeable about environmental issues in B.C. and beyond, skilled at government relations, and have a proven track record in management and fundraising. You are able to work with people from diverse backgrounds and engage constructively with a wide range of stakeholders, including scientists, industry, First Nations, corporations, foundations, senior bureaucrats and elected officials. You hold compelling communication and interpersonal skills, are adept at media interviews, and display energy and professionalism. The Executive Director reports to the Board of Directors and leads a Management Team that is responsible for overall strategic direction and overseeing operations, including fiscal management, fundraising, policy, programs, campaigns, communications, public relations, and human resources.

RESPONSIBILITIES

Fundraising and Financial Management

- Work with the Development Director to oversee and implement a forward-thinking, innovative fundraising strategy that achieves annual targets and provides continuity of funds from diverse sources, inspiring support and involvement from staff, board and volunteers.
- Identify and pursue strategic opportunities to expand and diversify Sierra Club BC's funding base in order to build long-term stability.
- Cultivate positive relationships with foundation funders, and major and corporate donors.
- Develop and oversee the annual budget and monitor financial performance.
- Ensure that appropriate financial systems and controls are in place to meet the needs of the organization and its funders.

Program Support and Strategic Planning

- Lead and oversee an organization strategic plan that is rooted in a theory of change which animates the Sierra Club BC mission statement and long term goals, and sets realistic targets for meeting program goals
- Track public policy developments and emerging issues and be take advantage of strategic opportunities.
- Help to develop and oversee the effective planning, implementation, management and evaluation of the organization's operations, campaigns and programs.
- Plan and execute new programs, campaigns or initiatives to address emerging needs and opportunities as they relate to the organization's mission statement.
- A good understanding of the dynamics of list-building and digital-based campaigning.



Human Resources and Team-Building

- Ensure a robust staff recruitment process, performance reviews staff members and wage increases according to the Sierra Club BC salary grid. If necessary, recommend measures for dispute resolution or to manage employee termination
- Implement and promote equity, diversity, and inclusion
- Ensure supportive relationship within all parts of the Sierra Club BC team, including staff, Board and volunteers.
- Oversee staff development, training and mentoring.

Communications

- Compellingly represent Sierra Club BC in social media and in print, radio, and television interviews, and public speaking engagements.
- Ensure effective internal communications.
- Work with Communications Director to ensure effective strategies are in place for external communications, including the website, and all electronic and print communications.
- Work with the Communications Director to develop and implement an effective media strategy.

Government Relations

- Develop strong and effective relationships with all levels of government.
- Work with staff to develop a results-oriented government relationship strategy.
- Work with staff to plan and carry out a results-oriented government relations strategy.

Board Development & Support

- Implement and manage the strategic directions and policies of the board.
- Attend board meetings and report to the board on campaigns, projects, programs and activities.
- Assist in board recruitment, development and orientation of new Board members.
- Communicate regularly with the Board, keeping members informed of developments and issues that might impact the organization or its reputation.
- Work with the board to advance Sierra Club BC initiatives, including fundraising, and to strengthen the Board's capacity for effective leadership.

DESIRED QUALIFICATIONS

- Extensive management experience, including the ability to motivate, lead, set objectives and manage performance of a multi-disciplinary team.
- Experience in running campaigns.
- Ability to foster an environment of creativity and professional growth.
- Ability to deal with difficult situations and to remain calm under pressure.
- Ability to balance long-term vision with short-term goals and actions.
- Extensive track record in fiscal management and fundraising.
- Expert knowledge of conservation, environmental and social justice policy issues in B.C. and across Canada.
- Experience working with First Nations and/or other diverse communities.
- Bachelor's or advanced degree in a related field, or equivalent experience.



Working conditions

This is a full-time position. Salary is commensurate with experience and qualifications and is competitive within the environmental non-profit sector. We offer a generous vacation allowance and a solid benefits package. The position is based in Victoria B.C., with some travel required, especially to the Lower Mainland. Some weekend and evening work required.

Sierra Club BC is an equal opportunity employer and encourages women, Indigenous people, people of colour, and LGBTQIA and individuals from other diverse communities to apply.

To Apply

Submit cover letter and resume with three references and a statement of interest with your name and the words "Application for Executive Director" in the Subject Line to Sierra Club BC Office Manager Lynn Bakken at lynn@sierraclub.bc.ca. Documents may be sent in either Microsoft Word or PDF format. No phone calls please. Only applicants short-listed will be contacted. Deadline for application: Friday, March 3rd, 2017.