



JOB OPPORTUNITY

Interim Executive Director (18-month parental leave)
Full time | Annual salary \$95K-\$110K

Sierra Club of British Columbia Foundation (Sierra Club BC) is a non-profit environmental organization with 50+ years of experience whose mission is to support people stewarding abundant ecosystems and a stable climate, while building resilient, equitable communities. Our overarching goal is to uplift community leadership around ecosystem protection, with a specific emphasis on ancient forest ecosystems and the climate crisis we collectively face. To do this, we work closely with diverse communities and knowledge systems, including communities most impacted by the ecological challenges.

We are seeking an Interim Executive Director (IED) to join our team. As an organization, we have navigated a lot of change and growth in the past few years. We are looking for a person who can help us consolidate and stabilize the organization as well as the new relationships and systems we've built.

This position is part of the senior management structure. The IED will work closely with the Associate Executive Director, who is responsible for overseeing the campaign design and related communications of the organization. The IED will ensure the operational needs of the organization will be properly supported, including Human Resources, Finance, and Development. We are seeking someone to keep the organization on track, and to implement new financial systems and procedures now under development. The IED will benefit from our recently updated policies and procedures, personnel handbook, strategic plan and new communications and branding strategy, all recently adopted.

We are committed to justice, diversity, equity, and inclusion in both our hiring practices and work environment. We encourage women, people of Indigenous ancestry, people of color, and LGBTQIA2SP individuals and members of other diverse communities to apply for careers with our organization.

This position is primarily remote but with regular in-person events in Vancouver and Victoria. These events include staff retreats, smaller staff meetings, local events, and donor and partner meetings.

About the role:

- Collaborate with Associate ED to provide organizational direction that supports Sierra Club BC's long-term vision as articulated in our current [strategic plan](#).
- Maintain the organization's processes and systems, identifying improvement where needed.
- Ensure efficient and effective operation of the organization and establish goals and benchmarks for operation.
- Collaborate with external partners, stakeholders, and donors to cultivate and maintain relationships that support the organization's growth and sustainability.
- Lead, manage, and administer the financial health of the organization, in collaboration with the finance and development teams and Associate ED.
- Lead and manage the Development department to ensure revenue targets are met, grant applications and reporting are complete and on time, and donors are appropriately stewarded.
- Lead and manage the Human Resources needs of the organization, including recruitment, onboarding, training, performance management, and employee engagement.
- Lead and manage Operations team, supporting the review and adoption of new tools, systems, and procedures across the organization.
- Support the Education Manager to ensure Education goals are met.
- Oversee lease and license agreements, business licenses, contracts etc.
- Work with the Board and Committees to implement the strategic vision of the organization, including facilitating Board and Committee meetings.
- Ensure decisions are based on evidence-based practices and good judgement.

Position reports to:

- Board of Directors

Relates to:

- Associate Executive Director
- Sierra Club BC staff
- Board of Directors
- External partners, including donors, governments, other ENGOs, Indigenous stakeholders

Direct Reports:

- 1 Associate/Campaigns Director
- 1 Finance Coordinator
- 3 Development staff
- 2 Admin/Executive support staff
- 1 Education Manager

The ideal candidate is results-oriented with strong relationship skills. The candidate should also have strong problem-solving skills and be comfortable with making decisions. The Interim Executive Director will inherit an established system with recent work developed to guide the future direction. SCBC has undergone much change in recent years, particularly in the area of strengthening our capacity for respectful engagement with Indigenous legal orders and knowledge systems. The Interim Executive Director will need to be able to maintain these efforts and demonstrate interest and willingness to embrace these concepts as well.

Skills, knowledge, and experience:

- Proven track record in a senior executive role for at least 5 years.
- Strong intercultural communication and relationship skills.
- Highly organized, adaptable, and able to prioritize tasks.
- Strong written and verbal communication skills.
- Experience in the environmental/conservation sectors an asset.
- Direct experience working with Indigenous knowledges and communities is an asset.
- Familiarity with stewarding donor relations and generating revenues through various sources.
- Human resources and finance management experience.
- Solid working capacity with Office365, video conferencing (Zoom, Google meet) and experience with SharePoint and One Drive.
- Access to a reliable vehicle/transportation and are willing and able to travel is an asset.

Compensation:

- This is a full-time position at 37.5hrs a week. Four-day work week (30hrs) with prorated salary is also possible.
- Preferred start date January 2, 2024.
- Salary range is \$95-110K per year.

HOW TO APPLY:

- Apply by **sending a cover letter and résumé** with the title "***Application for Interim Executive Director***" in the subject line to katherine@sierraclub.bc.ca
- Only those candidates who are short-listed will be contacted.
- Applications will be considered as they are received until the position is filled.