



Land Trust Alliance

BRITISH COLUMBIA

JOB OPENING – EXECUTIVE DIRECTOR

The Land Trust Alliance of B.C. is dedicated to the stewardship and conservation of BC's natural and cultural heritage through support of land trusts, conservancies and others. We provide education, research, communication and financial services.

The LTABC is seeking an individual who will provide management and lead the organization through its next stage of development, to be relocated in Victoria, including set up of a new and exciting potential enterprise arm.

General Description:

The LTABC currently operates with a board of eight, a part time Program Director (past E.D.), Office Manager and several contractors. The Executive Director (ED) is the professional face of the Alliance and is responsible for guiding the overall direction and general management of the organization. Reporting to the Chair of the LTABC Council (Board) and working in conjunction with the Executive Committee, and other Board Committees, the ED actively develops and maintains strong and positive relationships with LTABC members and partners including government agencies, funding organizations, partner conservation organizations, and others to ensure the success of the Alliance and the strength of its member land trusts and stewardship organizations in BC. The ED puts into operation the strategic direction set by the Board, develops the annual operating plans, and oversees program management for the Alliance.

Necessary skills and ability

1. A good leader and organizer with extensive experience working with or in non-profit organizations, governments, and funding agencies.
2. Knowledge of conservation, Land Trusts in BC, and the Federal and Provincial Laws under which they operate.
3. Higher level education, in science, geography, education or related discipline required.
4. A good communicator both orally and in writing, and a strategic thinker, who is able to synthesize and filter information efficiently to best serve LTABC Strategic Goals and its members' needs.
5. Experience in fundraising and financial diversification.

General Description - Areas of Responsibilities:

- Strategic Planning - Project Planning & Annual Work plans
- Board Support, Orientation, and Reporting
- Oversight of staff & contractors
- Partners/Government, national /inter-provincial/ international outreach relations
- Program Development including Member Services
- Financial Management including Fundraising & Reporting
- Overall operational functioning / health of the organization

1) Relationship Management

- Leads the Alliance in identifying, developing and maintaining partnerships, including conservation organizations, government partners, funding agencies and other stakeholders;
- Develops and maintains positive relationships with member groups, using a wide array of consultation and engagement mechanisms;
- Provides operational support for the Board and Board committees, while also building relationships between Board, staff and volunteers; and
- Manages and develops contracts and MOU's that meet the needs of LTABC's mission and strategic priorities and projects with contractors, staff, volunteers, and stakeholders in a professional manner, seeking positive outcomes benefiting the individuals involved, the organization and the whole land trust community.

2) Communications

- Works with the Board to ensure the Alliance has a visible and effective public image through the development and effective application of internal and external communication tools;
- Serves as a spokesperson for the Alliance, to raise awareness of the land trust movement and the work of the Alliance; and
- Ensures that all communications are of professional quality and accurately represent the Alliance's plans and intentions.

3) Fundraising & Financial Management

- With Board and Treasurer, establishes appropriate budget planning processes, including an annual budget and financial monitoring mechanisms, to facilitate effective program and budget management;
- Works with the Board, staff, and volunteers to develop and maintain a fundraising strategy and plan to ensure the long-term stability of the Alliance and its operations;
- Takes a leadership role in fundraising to achieve goals set out within the annual strategic and operating plans;
- Regularly reviews financial statements to ensure the budget is being met, and discusses substantial variances with the Board, together with any adjustments necessary to the budget to align expenditures with plans;
- Works with the Treasurer and the Executive Committee to ensure investments are being properly managed.

4) Leadership & Strategic and Operational Planning

- Monitors existing and, where appropriate, initiates new policies and procedures for Board approval to ensure the effective and ethical operations of the Alliance

- as per the Canadian Land Trust Standards and Practices; and
- Works with the Chair and the Board to manage the strategic planning process setting long-term goals and measurable targets for organizational performance;
 - With the Treasurer, staff, and volunteers, leads the development of an annual operating plan to set out priority activities and the associated budget, in line with strategic goals;
 - Regularly reviews progress against the annual operating plan, and works with committee chairs, volunteers, and staff to make adjustments as needed.

5) Program & Staff Management

- Manages and leads staff, contractors and volunteers to implement workplans and implementation of the mission and strategic goals and priority activities of the Alliance;
- Regularly meets, reviews and discusses staff and significant volunteer's needs, program areas, and goals, remuneration and acknowledgement for success;
- Conducts annual performance reviews with staff to communicate progress against work plans, strengths, and areas for further development;
- Ensures systems and infrastructure are in place and functioning well to support program implementation.

A salary range of \$45,000 to \$55,000 is being offered, based on the successful candidate's experience and hours of work.

Qualified candidates are invited to apply, in confidence, by e-mailing your resume with a covering letter by April 5th to:

Kathleen Sheppard, Co-Chair, Land Trust Alliance of British Columbia

Email: chair@landtrustalliance.bc.ca

Please note: Receipt of applications will be confirmed by email. Neither faxed nor posted applications will be reviewed. While the interest of all applicants is appreciated, only those candidates requested for an interview will be contacted directly. While interviews will be conducted in Victoria, phone interviews can be arranged for candidates living out-of-town.

For more information about LTABC, please refer to our website at
www.landtrustalliance.bc.ca

BUILDING A CULTURE OF CONSERVATION

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