

Níkanêse Wah tzee Stewardship Society

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Executive Director

The Níkanêse Wah tzee Stewardship Society (NWSS) is a not-for-profit organization dedicated to the recovery of Southern Mountain Caribou in Northeast BC (<http://nikanesejahtzee.ca>). The NWSS, and its predecessor organization, have been instrumental in helping the Klinse-Ze herd avoid extirpation increasing herd numbers from ~38 in 2013 to ~135 in 2023. The society's actions have been recognized in the sector and it was recently awarded the Canadian Museum of Nature's 2022 Nature Inspiration Award by the Canadian Museum. The society is currently hiring for an Executive Director with the opportunity to build on past work and help shift the local population to self-sustaining status through habitat restoration, a truly remarkable opportunity. We are looking for someone who is passionate about wildlife conservation and is enthusiastic about the opportunity to support the NWSS as they strive to bring Caribou to self-sustaining, serving as an exemplar for other conservation efforts.

The Executive Director will be responsible for the overall management of the society and will be a key member of the leadership team, operating in accordance with the vision, objectives, and strategic direction set out by the members (Saulteau and West Moberly First Nations) and the four-person Board of Directors. The Executive Director will also be responsible for the efficient oversight of all programs, the management of contracts and contractors, fundraising and society eminence, and objective setting and measurement. They will be expected to work closely with the member nations and other local first nations, other businesses, societies, and government agencies. As a positive role model, the Executive Director will work with the staff and Board to establish effective working relationships with community groups, funding agencies, and all other external contacts.

DUTIES & RESPONSIBILITIES:

- Implement and ensure compliance with existing governance systems (bylaws, contracts, policies, best practices, etc.) to support the Board of Directors in the management of NWSS projects and objectives.
- Lead the businesses of the society, under the direction of the Board of Directors; supervise teams and committees; act as liaison between the companies, government agencies and the Board of Directors.
- Develop funding proposals and assist with funding proposals as opportunities become available and investigate alternative funding sources as directed by the Board of Directors.
- Work collaboratively with the Board of Directors to deliver on the initiatives and priorities of the Society.
- Provide direction to co-workers and contractors in the development of proposals for funding
- Ensure that all government funding and reporting requirements are met in a timely manner
- Develop strong, cooperative relationships with internal and external stakeholders to build long term relationships that foster collaboration
- Evaluate programs to determine the needs and performance in order to meet proposed goals and objectives
- Prepare schedules, agendas, information packages, and act as facilitator to the Board of Directors, and attend all Board meetings
- Direct and coordinate current and long-range planning and budgeting to meet the goals and objectives of the Society
- Evaluate the performance of programs and staff (if/when the society hires staff) on an annual basis
- Other duties as assigned.

REQUIREMENTS and PREFERENCES:

- Five (5) years or more of responsible, governance and management experience
- Experience working with non-profit societies; preference given to candidates with prior experience as an Executive Director/Administrator of a non-profit society
- Preference given to candidates with solid experience working with aboriginal organizations
- Strong knowledge of the cultural beliefs and Treaty rights of all Treaty 8 members (or willingness to learn and understand).
- Superior proposal writing experience
- Strong computer and communications skills, both verbal and written
- Experience in conservation, environment, or wildlife (preferred)
- Demonstrated knowledge and experience in teambuilding and teamwork, problem solving, and relationship building

- Travel required with valid Driver's License
- University degree or equivalent
- Will consider remote working / work-from-home arrangements

SALARY RANGE

- This position is expected to have an annual salary in the range of \$100K to \$130K CAD
- Benefits for this position will be negotiable.