



January 12, 2012

GARRY OAK ECOSYSTEMS RECOVERY TEAM (GOERT) JOB POSTING

Executive Director

The Garry Oak Ecosystems Recovery Team (GOERT) is a registered Canadian charity dedicated to the conservation and restoration of one of Canada's most imperilled ecosystems. Over the last ten years, GOERT has successfully developed a well-respected, diverse, and highly integrated ecosystem and species at risk recovery program.

A tremendous opportunity awaits an energetic, motivated individual with proven skills in program administration, inclusive leadership, and habitat conservation in a consensus-based, team-oriented working environment. The Executive Director is based in the Victoria office and reports to the Chair of the Board of Directors.

GOERT has an operating budget of approximately \$500,000 (dependent on funding), six full-time and one part-time staff, a national Recovery Team and several Recovery Implementation Groups that contribute more than 3000 hours annually, and a growing society membership (200+).

OVERVIEW OF POSITION

The Executive Director is responsible for GOERT operations, funding and budgets, personnel and leadership of the GOERT program. S/he will work closely with the recovery team to lead implementation of the national recovery strategy for Garry Oak ecosystems and species at risk and implement policies, programs, and a strategic action plan to advance the goals and objectives of this strategy. The Executive Director, working with the Recovery Team, Board of Directors, staff, volunteers, and partners will continue to advance GOERT's position as the primary source of expertise on Garry Oak ecosystems and associated species at risk in Canada.

The Executive Director will initially focus on the following priority areas, in addition to his/her regular responsibilities:

- Launch updated Garry Oak ecosystems (GOE) recovery strategy and engage partners
- Develop strategic action plan for the GOERT Society, based on the GOE recovery strategy
- Support development of Board-led fundraising and finance committees
- Assist staff in implementing the current programs: Landowner Contact, Local Government and First Nations Outreach, Outreach to Address Threats to GOEs, Bring Back the Bluebirds Reintroduction Project, and Species at Risk Recovery Planning
- Provide direction and oversight of outreach, social media and marketing activities
- Conduct fundraising, including grant-writing, to support immediate needs
- Launch GOE Endowment Fund
- Facilitate potential office move in June 2012

Please see full details on the position listed below.

QUALIFICATIONS

Applicants will be initially screened against the experience and education criteria and must clearly indicate how they meet these criteria in their application.

Experience

- Three years of recent (within last 10 years) experience working at a management level in a complex, multi-stakeholder environment, preferably in the non-profit and/or local government sector.
- Experience working with a large team and team-building, coordinating and delivering programs or projects in a multijurisdictional, multidisciplinary context, preferably in the resource management or conservation field.
- Significant leadership experience including effective staff and contract management skills.
- Experience serving on, or working for, a Board of Directors.
- Experience in strategic planning for an interdisciplinary program, preferably in the resource management or conservation field.
- Strong financial management expertise and experience in developing and managing complex budgets.
- Preference may be given to candidates who have experience in one or more of the following:
 - leading an environmental non-profit organization
 - conserving rare species or habitats
 - fundraising
 - communication, outreach and education

Education

- Bachelor's degree in Biology, Geography, Environmental Studies, Resource Management or a similar field related to the functions of this position is required. A communications, education or similar degree with strong background or experience in biology or similar field may be considered.
- Preference will be given to candidates with higher education in a related field or equivalent experience.

Knowledge

- Knowledge of office administration, financial and personnel management procedures is required. Knowledge of managing an incorporated society and/or registered charity is an asset.
- Knowledge in ecology, conservation biology or related discipline is required. Knowledge of Garry Oak and associated ecosystems and their conservation issues and management challenges is an asset. Knowledge of species at risk recovery in Canada is an asset.
- Knowledge of facilitation, conflict resolution and negotiation techniques and practices.
- Knowledge of principles of conservation biology, ecosystem management and the management of species at risk is required.
- Knowledge of Garry Oak ecosystems, their associated species at risk and the threats they face is an asset, as is knowledge of acts, policies and programs related to the management of ecosystems and species at risk in this region.

Abilities

- Demonstrated ability to work effectively with others and build and maintain partnerships.
- Strong leadership, communication, consensus-building and staff management abilities.
- Excellent oral and written communication abilities.

- Ability to raise funds, manage finances, budgets, workplans and complete funding reports.
- Ability to multitask, oversee multiple projects, work within tight timelines, manage multiple deadlines and prioritize in a fast-paced environment.
- Ability to follow and provide strategic direction and effectively represent GOERT and the GOE strategy to partners, members, volunteers, and funders, as well as the general public.
- Ability to use computers and modern office software and applications (abilities in database development and management and spatial information tools such as GIS an asset).

Personal Suitability

- Passion for Garry Oak ecosystems or species at risk. Enthusiastic and dedicated to protecting and restoring rare ecosystems and species.
- Excellent interpersonal relations skills. Able to establish and maintain positive, productive relations with other passionate stakeholders and partners. Works in a co-operative, consensus-based manner.
- Initiative and leadership. Takes action to influence events or develop new ideas and activities. Ability to inspire and motivate others. Able to lead others toward a goal or vision. Works well independently. Self-starter.
- Strong integrity, tact and sound judgment. Dependable and can be relied upon to protect confidential information and to perform duties in a responsible and ethical manner. Respectful, polite, diplomatic and able to deal calmly with people in difficult situations. Ability to facilitate agreement in a consensus-based manner. Makes appropriate logical and practical decisions based on objective analysis. Able to think strategically and critically evaluate information.

Employment Conditions:

- Willingness to travel and work irregular hours; including working in Garry Oak ecosystems
- Maintain a valid driver's license and use personal vehicle for GOERT business

This is a full-time position with a competitive salary. The position will start as soon as possible and is ongoing. Remuneration will be determined based on qualifications and experience within a salary range of \$55,550-\$60,600. There is a generous health, medical, and dental benefits plan, as well as paid vacation and sick leave.

Applications will be reviewed January 26th but the position will remain open until a suitable candidate is hired. Please submit a cover letter and resume, with 'GOERT Executive Director' in the subject line to: Shyanne Smith, Executive Director, at shyanne.smith@goert.ca.

Please also see the detailed position description below. For further information on this opportunity please contact: Shyanne Smith by email (above) or phone 250-383-3224, or Jennifer Psyllakis, Chair of Garry Oak Ecosystems Recovery Team Society Board of Directors by e-mail (jennifer.psyllakis@gov.bc.ca).

Thank you for your interest in Garry Oak ecosystems conservation. For more information about GOERT and Garry Oak ecosystems and species at risk, please visit our website: www.goert.ca.

Please note: Email applications are strongly preferred. Receipt of all applications will be confirmed by email. While the interest of all applicants is appreciated, only those candidates selected for an interview will be contacted directly.

DETAILED POSITION DESCRIPTION

The Executive Director will provide leadership, administration, organizational, and support services to the Garry Oak Ecosystems Recovery Team as follows.

Leadership

- Provide strong leadership while working to further the goals and objectives of the Garry Oak ecosystems recovery strategy.
- Prioritize and set direction for Society projects and activities.
- Remain calm, tactful and thoughtful under pressure and promote an organizational culture that fosters passion for Garry Oak ecosystems and species at risk and that values consensus-based decision making.
- Serve as a key member (vice chair) of the recovery team and participate in meetings of the recovery team and its subcommittees.
- Support the recovery team chair and the work of the recovery team and subcommittees.
- Provide advice to the team chair and ensure work of GOERT staff and team members is conducted in accordance with the GOE recovery strategy.
- Provide leadership for the GOE Species at Risk program, with support from staff. This includes staying current with federal and provincial species at risk programs, monitoring and reporting on progress, working collaboratively with federal and provincial colleagues on recovery planning and implementation, and ensuring species at risk related objectives in the GOE recovery strategy are being met.
- Coordinate, track and assess progress of the recovery program.
- Conduct program evaluation, including: updating performance indicators in order to evaluate recovery program progress, tracking project activity against the recovery strategy goals and objectives, implementing the updating of the ecosystems recovery strategy as required.
- Ensure there is ongoing active membership on all GOERT Recovery Implementation Groups (RIGs) and Steering Committees. Assist the GOERT Chair in ensuring the recovery team has sufficient, appropriate and active membership. Invite participation from local governments and First Nations.
- Ensure GOERT RIGs and Steering Committees are dynamic and actively delivering on the relevant GOERT recovery strategy goals and objectives.
- Build membership, partnerships, and consensus.

Fiscal Management

- Develop and maintain GOERT annual workplan and budget, working with staff, the Board of Directors, and accountant.
- Administer, track, and manage expenditures and cash flow, including ensuring tracking of financial and in-kind contributions for reporting purposes.
- Work with project staff to manage budgets.
- Support staff in achieving project deliverables, such as assisting with hiring and management of contractors.
- Work with the Board of Directors and accountant to conduct official correspondence, complete required financial documents, audits, and other finance-related tasks required to ensure the Society's long-term viability.
- Develop and maintain a Garry Oak Ecosystems Recovery Endowment Fund.

Project Management

- Oversee projects funded through the GOERT office, ensuring timely project delivery, including reviewing funding proposals.
- Prepare or assist with reports to project funders, with input from project managers.
- Organize special meetings/workshops as required (e.g. recovery planning, HSP funding) to support project management.

Fundraising

- Ensure funding of core operating expenses, including writing and reviewing funding proposals and providing timely and appropriate information to potential and current funders.
- Develop and implement strategies to increase the Society's fundraising capacity and build a diverse funding base.
- Increase the visibility of the Society with potential donors.
- Assist senior staff and team subcommittees in securing funds for projects.

Outreach and Marketing

- Serve as a voice for the GOE recovery strategy, and inspire action toward achieving its goals and objectives through interactions with partners, members, volunteers. Implement communication and outreach goals of the GOE recovery strategy.
- Represent the GOERT Society with professionalism and instill confidence in the organization.
- Prepare and deliver funding reports, annual reports, public presentations, committee reports and other communication media. Ensure GOERT products are of high quality, and all written material is technically correct and consistent with the recovery strategy.
- Respond to requests from the public, partners and media.
- Develop and support communication and information-sharing among those involved in conservation of Garry Oak and related ecosystems in BC and elsewhere.
- Manage communication/outreach staff and related contracts. Work with staff to develop marketing materials that reflect the GOERT mission and activities and seek opportunities to expand outreach and marketing activities.

Staff/Operations

- Supervise 6-7 staff, and uphold personnel policies. Delegate tasks and set staff workplans, conduct regular progress meetings, conduct performance evaluations, and manage timesheets, payroll, training, and salary reviews. Responsible for recruiting, hiring and dismissal of employees, with assistance from the Board of Directors.
- Maintain a cooperative work environment for staff, communicating clearly and professionally with staff and inspiring confidence and respect from staff, volunteers and contractors.
- With the Board of Directors, balance operational tasks and available financial resources by adjusting GOERT personnel as required to continue effectively and efficiently meeting strategic goals and objectives.
- Manage the GOERT office, with assistance from Finance/Outreach Officer.
- Ensure that web-based access to agendas, minutes, reports and other documents is maintained and up-to-date.
- Assist the GOERT Chair in ensuring GOERT members and partners have current information on key GOERT business and issues

Board Development and Management

- Maintain clear communication with the Board of Directors, communicate with the Board chair on a weekly basis, and inspire confidence among Board members.
- Provide support and updates to the Board of Directors in an ex-officio capacity, including discussion of strategic direction, workplans and budgets. Provide monthly reports on staff and Team activities and participate in Board meetings.
- Assist Board in upholding Society bylaws, enhancing Board effectiveness, participation and development and assist with annual general meetings, recruiting new Board members, and Board or subcommittee activities.

Partnerships

- Foster strategic partnerships and encourage others to conduct Garry Oak ecosystem-related work in accordance with the GOE recovery strategy.
- Foster recognition of GOERT as the umbrella organization leading recovery of Garry Oak and associated ecosystems and species at risk in Canada through strong partnerships and effective communication.
- Assist partners with project definition & development and review projects, funding proposals and other materials from partners and government to provide strategic and technical assistance and to encourage alignment with the GOE recovery strategy. Write letters of support, or provide other support for partner projects that align with the goals and objectives of the strategy.
- Establish formal links with partner agencies and solicit GOE recovery strategy endorsements.
- Liaise with other recovery teams, biodiversity conservation projects, federal and provincial governments, and other partners as required.
- Stay current with relevant government policies and documents.
- Provide information to partners as feasible, through project implementation, e-newsletters, meetings, workshops, informal connections and other correspondence.
- Submit updated GOE strategy and recovery action plans as applicable to responsible jurisdictions for review and approval.