



## Executive Director Position Description

Under the strategic direction set by the IVMA of BC Board of Directors and in alignment with the strategic plan of the organization, the Executive Director is responsible for providing leadership for the design and implementation of plans to guide overall management and operations for the IVMA of BC.

Key duties include: oversight of administration, implementation of fundraising and marketing programs, organization of educational programs, government liaison, advocacy of professional Integrated Vegetation Management and membership outreach.

### **Primary Responsibilities and Duties**

#### Board Governance

Works with the Board of Directors (BoD) to fulfill the organization's mission and vision:

- Responsible for facilitating the leadership of the IVMA of BC BoD in a manner that supports and guides the organization's mission as defined by the BoD and the Constitution/Bylaws.
- Responsible for communicating effectively with the BoD and providing, in a timely and accurate manner, information necessary for the BoD to function effectively and make informed decisions.
- Assists with planning AGMs, meeting logistics, agendas and general communication to BoD and membership.
- Works closely with the BoD to seek their involvement in policy implementation decisions, fundraising and to increase the overall visibility of the association throughout the province.
- Collaborates with the BoD in creation and implementation of annual strategic planning through evaluation of current operations, projects and programs.

#### Financial Performance and Viability

Prioritizes and works toward developing resources sufficient to ensure the financial health of the organization:

- Works with staff and BoD Treasurer to prepare and implement a comprehensive annual budget.

- Works with the Treasurer to review quarterly financial statements, and to prepare budgets as required.
- Ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Responsible for annual sponsorship drive with an ongoing effort to expand the number of sponsors and members.

#### IMVA Programs, Mission/Vision and Strategy

Works with the BoD and staff to facilitate the fulfilment of the IMVA of BC Mission through programs, strategic planning and outreach:

- Responsible for implementation of the IVMA of BC's key business initiatives as defined in the Business Plan (Education, Government Liaison, and Advocacy of Professional Integrated Vegetation Management (IVM)).
- Assists with strategic planning to ensure that the IVMA of BC can successfully fulfill its Mission into the future.
- With the BoD, plays a key role in the enhancement of the IVMA of BC's image by being active and visible in the community of professional vegetation management and by forming strong and functional networks with other professional, civic and private organizations (RPF, RP Bio, RP Ag, etc.).
- Responsible for responding to inquiries from the public, government representatives, membership, stakeholders and media on behalf of the IVMA of BC.
- Serves as the IVMA of BC's primary spokesperson to the organization's constituents, the media and the general public.
- Organization Operations and Business Management
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriately maintained and managed.
- Acts as a professional advisor to the BoD on all aspects of the organization's activities.
- Identifies, assesses, and informs the BoD of internal and external issues that affect the organization. If required, proposes solutions to the BoD and organizes response efforts.
- Management of staff and contractors/consultants, including recruitment, hiring, and performance management.

- Establishes administrative policies and procedures for all business functions and for the day-to-day operation of the non-profit IVMA of BC.
- Responsible for effective administration of the Continuing Education Credit program, fostering continuous improvements in this program, and is designated as the Credit Coordinator.
- Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization.
- On behalf of the BoD, completes all Society Act filings and oversees the submission of all legal business requirements.
- Other duties as assigned by the Board of Directors in terms of regulatory and other initiatives.
- Seeks approval from the BoD for special projects and additional funding which fall outside of the Executive Director's job description.

### **Minimum Qualifications Required**

- 5 or more years' senior management experience, preferably with non-profit organizations.
- Strong understanding of the principles of managing and leading a non-profit business.
- Effective written and oral communication skills including public speaking and the ability to use current social media platforms.
- Strong work ethic with a high degree of energy.
- Strong financial management skills, including budget preparation, analysis, decision making and reports.
- High level strategic thinking and planning with ability to envision and convey the organization's strategic future to the staff, BoD, volunteers, membership and sponsors.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Proven fundraising experience with non-profit organizations.
- Skills to collaborate with and motivate staff, board members and other volunteers.
- Proficiency in applicable software including: Word, Excel, Email and Internet.
- Demonstrated ability to manage staff.

- Self-motivated, proactive and innovative in all manners of behavior and operations.
- Transparent and high integrity leadership references.

### **Preferred Qualifications**

- A bachelor's degree in a related field (preferred, however sufficient, related experience may be considered in lieu).
- Knowledge of Integrated Vegetation Management sector.
- Knowledge and understanding of herbicide and herbicide related issues.
- Experience and skill in working with a Board of Directors.
- Credibility and confidence in dealing with people in senior management and government positions.
- Flexibility and positive attitude.
- Experience dealing with media.
- Basic understanding/experience with MS Access or other database systems is an asset.
- Basic understanding of financial management software.
- Experience interacting with government agencies and members of parliament.
- Excellent networking and negotiation skills.
- Manages own work effectively with minimum direction.

### **Additional Commitments**

- Approximately 500 hours annually with a flexible work schedule (will be advantageous and preferred).
- Ability to travel, if and when required.
- Participation in BoD meetings and conference calls.
- Participation in Biennial Educational Forum and organization and logistical support as required by BoD.