



Canadian Section of The Wildlife Society Executive Director Job Advertisement

The Canadian Section of The Wildlife Society (CSTWS) is a Section of The Wildlife Society (TWS), an international professional organization that provides a strong and effective voice in representing wildlife conservation and management and ensuring sustainable wildlife populations in healthy ecosystems.

The CSTWS is a non-profit charitable organization whose mission is to foster excellence in wildlife stewardship in Canada, through science and education. Our membership includes individuals from provincial, territorial, and federal governments, universities and colleges, environmental and wildlife conservation groups, resource industries, Indigenous communities, and the general public. The Section works with its provincial Chapters, TWS and other organizations to encourage informed resource stewardship and policy development.

Position Description:

The CSTWS is soliciting applications for its Executive Director position. The Executive Director assists CSTWS in building and maintaining science-based programs that support land and wildlife conservation and management in Canada. The Executive Director helps implement strategic initiatives identified by the CSTWS Board of Directors, with the broad goal of raising the profile and exposure of the CSTWS across Canada. This position is a part-time position, working in coordination with the Section's Board of Directors and its various Standing Committees, as well as wildlife and natural resource organizations across Canada. The incumbent will provide innovative and collaborative leadership to promote and expand the Section's efforts across Canada.

Key tasks of the Executive Director include developing revenue streams to sustain this position and the Section, assisting with many aspects of the day-to-day functioning of CSTWS, increasing membership services such as training opportunities, and initiating efforts in expanding conservation networking. Those tasks will position CSTWS to implement future strategic initiatives. The Executive Director reports to the President of CSTWS. They will also serve as an ex-officio non-voting representative to the Board of Directors of CSTWS.

Key Position Activities:

- Assist with the day-to-day function of CSTWS including overseeing communication for CSTWS, and facilitating information exchange between CSTWS and its committees and provincial Chapters, and membership etc.
- Help develop sustainable revenue streams to support the Executive Director Position and Section activities on an ongoing basis. This could include the development of professional workshops, other training opportunities, grants, and assisting with charitable fund-raising activities of CSTWS.
- Increase membership services such as developing training opportunities.
- Work with various Canadian organizations involved in wildlife conservation and stewardship to increase awareness of CSTWS.
- Work with CSTWS Standing Committees (e.g., Fundraising Committee, Conservation Affairs Committee, Membership Committee) to support their activities.
- Support designated Executive operations as approved by the Board of Directors.

Candidate Qualifications and Experience:

- Strong background and experience working in wildlife conservation or management, natural resource management, or related environmental fields.
- Experience with Canadian governance systems relative to environmental legislation, policy and funding, familiarity with Canadian NGOs and professional wildlife organizations, and wildlife conservation issues across Canada.
- Awareness of environmental/wildlife funding agencies and opportunities in Canada and demonstrated fundraising skills.
- A demonstrated ability to work collaboratively and foster team-based initiatives to further strategic initiatives.
- A self-starter who welcomes the challenge of promoting conservation and communicating with a diverse range of environmental professionals and the public.
- Excellent organizational skills.
- Ability to communicate effectively via written and oral media, including formal letters, emails, and a working knowledge of social media platforms.
- Must be eligible for employment in Canada.
- Familiarity with The Wildlife Society, the Canadian Section, and provincial Chapters throughout the country is an asset.
- Ability to speak and write French will be considered an asset.

Term:

The Executive Director position is contracted annually. We anticipate a start date on or before May 1, 2024. The initial contract term will be from the date of hire to December 31, 2024, with the option to renew, for subsequent years, subject to review. The term of each subsequent contract will be January 1 to December 31.

Remuneration:

The Executive Director will be hired under a contract for part-time work averaging up to 20 hours per week, with remuneration of \$35,000 – \$40,000 (CAD) per annum payable in monthly installments. Salary will be commensurate with experience. Pre-approved expenses will be covered separately. Benefits are not provided. The Executive Director will be covered under the CSTWS Officers insurance policy.

Position Location:

The geographic location of the Executive Director is flexible within Canada. The Executive Director is expected to work from a home office and supply their own required materials (e.g., computer, phone, Microsoft Office, etc.) unless otherwise determined by the CSTWS Executive.

Travel:

Travel to meetings or conferences may be required throughout the term of the Executive Director, and associated expenses will be covered.

TO APPLY

Applicants must submit their résumé or curriculum vitae, contact information for three references, and a cover letter describing in detail how their past experiences qualifies them for the position and why they want the position. Applications must be submitted electronically to the President of the Canadian

Section of The Wildlife Society (president@cstws.ca). Application review will begin on April 1, 2024 with the position remaining open until a suitable candidate is found.

The Canadian Section of The Wildlife Society recognizes the value of human diversity in representing and serving the community of professionals who study, manage, and conserve wildlife and its habitats worldwide. All qualified applicants are encouraged to apply. If you require accommodations during the recruitment process, please notify president@cstws.ca at any time.