

Laskeek Bay Conservation Society Job Posting: Executive Director

Laskeek Bay Conservation Society (LBCS) is seeking a creative individual with the experience required to lead our organization. This is a unique opportunity to lead a successful non-profit that has conducted marine and terrestrial research, education, and conservation for 35 years on Haida Gwaii with the support of citizen scientists and many partners. The Executive Director is responsible for managing operations, which includes grant management, community engagement, strategic planning, financial management, and general administration. The Executive Director works with the organization's Lead Biologist, and is accountable to the Board of Directors.

The successful candidate will be responsible for leading the following initiatives:

- Seeking out and applying to new and existing funding opportunities to ensure ongoing organizational financial sustainability;
- Managing and reporting on the status of current projects and commitments;
- Identifying and pursuing opportunities for organizational growth, through new partnerships and initiatives both on Haida Gwaii and off-island;
- Creating and conducting community engagement initiatives in partnership with the Lead Biologist and seasonal staff;
- Coordinating and overseeing an annual field season (April – July); which includes recruiting a team of staff and volunteers, organizing logistics, and overseeing field season execution;
- Maintaining the organization's internal and external communication and administrative tasks, including monthly Board Meetings, an Annual General Meeting, employment standards, policy development, permit requirements, and general office logistics;
- Managing contracts and grant reporting with our partner organizations;
- Maintaining financial statements, issue invoices, and other financial management tasks

Qualifications

- Minimum of 3 years relevant work experience with appropriate academic qualifications, or an equivalent combination of skills, training, experience and ability;
- Proven capacity to manage concurrent projects with limited resources;
- Experience delivering fundraising and community engagement initiatives, experience with environmental education an asset;
- Independent and resourceful worker with strong initiative and a collaborative attitude;
- Strong written and oral communication skills, including proficiency with Microsoft Office;
- Passion for environmental research and conservation through citizen science;
- Preference will be given to residents of Haida Gwaii or candidates willing to relocate.

This permanent employee position is 24-hours per week, with flexible scheduling, and based in our Skidegate office. Salary will be commensurate with qualifications and experience in the range of \$28-35/hour. Only short-listed candidates will be contacted:

Please submit resume and cover letter to laskeek@laskeekbay.org

This position will be posted until filled.