

The Canadian Parks and Wilderness Society, Northern Alberta chapter (CPAWS NAB) is seeking a dynamic, results-oriented individual to provide strategic leadership to the chapter. This position reports directly to the chapter's Board of Directors and has a strong conservation focus in its daily work. The chapter is exploring two different operational models for this position. Only one of the two positions will be hired based on the qualifications of the 'best fit' candidate.

1. Full-time Conservation Manager

Candidate has a minimum of 3-4 years of progressively responsible experience, a strong conservation background, proven leadership and communication skills, some experience with strategic planning and fund development, and the potential to grow into an Executive Director role over time. In this model, the Board will work with the Conservation Manager to develop targeted skill-gaps. Applicant's related work experience should not be limited to summer/co-op term positions.

2. Part-time Executive Director (3-4 days/week) Candidate has 5-7 plus years of leadership experience, a strong conservation and strategic planning background, and proven experience with fund development, stakeholder and media relations, and the non-profit sector (management-oriented preferred).

Position Focus Areas

The Board will work with the right candidate to shape the position to the candidate's strengths in relation to the organization's gaps and a manageable workload. The final job description, position expectations, and operational model will be determined once the position is filled in consultation with the best candidate. CPAWS NAB is small chapter with limited administrative and staff support requirements for the leadership position.

1. Providing vision and strategic leadership to achieve CPAWS NAB's conservation goals.
2. Ensuring that CPAWS NAB is an influential voice on conservation and parks in Northern Alberta.
3. Representing the organization in multi-stakeholder discussions and to the public, government, and other stakeholders as needed.
4. Working within existing organizational structures and financial frameworks to guide day-to-day operations.
5. Supervising and leading the organization's small contract staff and working with the Board to ensure volunteers remain engaged in key support roles and Board-lead committees.
6. Supporting the chapter's fund development and outreach efforts (led by the Board's Fund Development and Outreach/Special Events committees)
7. Fostering strong relationships within the CPAWS Pan-Canadian Network particularly with the Southern Alberta Chapter and the National office.

Desired skill-sets for both operational models:

The Board recognizes the level and depth of experience with the targeted skill sets will differ between the two operational models under consideration.

- University degree in a conservation or environmental planning related field or equivalent related

work experience.

- Knowledge and experience working with environmental issues, in particular those regarding conservation, the boreal forest, and parks.
- A demonstrated passion for wilderness and conservation.
- Leadership experience, including experience working with and leading teams.
- An understanding of the public policy and political process in Alberta and Canada.
- Strategic planning experience and a capacity to understand and respect the often contrasting needs of the various stakeholders
- Successful history of working with stakeholders and partner organizations and building networks.
- Excellent verbal and written communications skills
- Assets include experience with GIS, media relations, and working with First Nations.

About the Organization

CPAWS NAB is a well-established, conservation group that engages with governments, industry, and the Canadian public, and is the pre-eminent voice for protecting wilderness and biodiversity in the northern two-thirds of Alberta. The ED will work collaboratively with the Board, staff, key volunteers, the CPAWS national network, and other key stakeholders to achieve our conservation goals. For more information on our chapter visit: www.cpawsnab.org.

About Edmonton

If you are passionate about wilderness, then Edmonton is the city for you! The city boasts the longest connected urban parkland in North America, offering up over 97 km of trails for biking, hiking, skiing and running. Elk Island National Park is less than an hour away, and weekend trips to the Rocky Mountain parks are a must. Edmonton has fantastic restaurants that focus on fresh, local ingredients, and it also boasts a vibrant music scene. The CPAWS-NAB office is centrally located in the heart of the downtown with great links to transit, and steps away from Alberta's political hub to keep you in the center of conservation action.

Position and Remuneration Details

The salary will reflect the candidate's experience and length of work-week while being competitive with other small non-profits in the Edmonton region. CPAWS offers a comprehensive benefit package. A flexible work-week will be considered however a strong presence in the chapter's downtown Edmonton office is required.

Application Process

Please submit your resume with a covering letter via email to: Amber Nicol, Board Chair, CPAWS NAB infnab@cpaws.org

Your cover letter should address which operational model you are applying under and include your salary expectations. The deadline is April 25, 2014. Interviews will be scheduled for the following week with a target start-date for the position of mid-May.

CPAWS Northern Alberta thanks all applicants for their interest; only those invited for an interview will be contacted.