



VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world. We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

As the Director of Operations and Development you are a strong strategic leader with sound knowledge of the business side of non-profits and a talent for identifying opportunities for growth and change throughout the organization. Your excellent communication skills, and ability to build strong relationships enables you to foster a workplace of honesty, transparency and accountability. You have a genuine concern for people, community and the environment. You have a diverse background working in complex, non-profit and/or for-profit organization(s) which allows you to thrive in a range of roles including organizational development and risk management. You understand the importance a culture of philanthropy has within an organization and have a keen interest in fundraising and development. You have the analytical and people skills needed to join our organization and excel as a member of our Senior Leadership Team (SLT).

YOUR FOCUS

As part of EAC's Senior Leadership Team (SLT), you play a key role in setting strategic goals and translating them into operational objectives. You provide inspired leadership to the Operations Team (Finance, Fundraising, Human Resources, IT, and Facilities) to ensure internal policies, procedures and systems support EAC values and the advancement the strategic plan. Using a collaborative approach to ensure alignment of structures, policies, processes, culture and people practices you will strengthen EAC's capacity, both financial and human, and positively contribute to employee engagement and retention.

The Director of Operations and Development has 4-5 direct reports and a team of 10-12. EAC has a total staff of 45+. Support for the role is provided by a mix of volunteers, staff and the SLT. This position reports to the Executive Director and provides support to the Board of Directors.

WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you are a natural leader with a passion for how organizations thrive and change, and an experienced manager knowledgeable of the business side of non-profits, we want to hear from you. Apply and tell us what you'd bring to the team.

WHAT YOU BRING

- 3+ years' senior leadership experience in a small to medium sized non-profit or community organization(s).
- Experience in the following areas:
 - supporting and advising senior leadership.
 - managing and supporting a team including employees and volunteers.
 - working in a non-profit organization, First Nation Band, co-op or community enterprise.
- At least 5 years proven financial and operational leadership with sound people, process, and systems knowledge.
- A commitment to values-based leadership and a journey of organizational decolonization.
- An action-oriented and innovative approach to organizational design and development, and human resources in order to build organization effectiveness.
- Demonstrated ability and enthusiasm for identifying challenges and opportunities and creating efficiencies and great systems in an organization.
- Excellent communication and interpersonal skills and experience in navigating / resolving conflict.
- Ability to work effectively with diverse groups and individuals and support inclusion.
- Demonstrated fundraising skills, including donor stewardship, setting and motivating a team to achieve fund-raising targets.



- A mind-set of risk management, proactively assessing and mitigating risk exposure and, where appropriate, communicating risk assessments to SLT and Board of Directors.
- A passion for building external relationships.
- Knowledge of IT infrastructure and systems, and ability to identify IT systems shortcomings.
- Flexibility in schedule to deal with sudden, urgent situations and deadlines that arise within the organization.

Other skills and experience considered an asset:

- Education such as: Non-Profit Management Certificate, HR management background and/or MBA
- Conflict resolution training
- Change management training or experience
- Experience working with a Board of Directors

TERMS OF EMPLOYMENT:

- Full time position.
 - EAC is piloting a 4-day work week (Fridays off - totalling 30 hours/week with some flexibility in the working day). Learn more about why here. The pilot will be up for consideration as a permanent policy in late June 2023.
- Annual salary will be between \$62,000 and \$70,000 and commensurate with experience
- Cost-shared benefits plan
- 3 weeks paid vacation per year (pro-rated for the 4-day work week), 1 week of paid time off during the winter office closure in December, 12 paid holidays (12 per year) and paid wellness days (10 per year).
- Hybrid work environment requiring 1-2 days a week at our office in Halifax's North End.
- Anticipated start date of May 15, 2023 (some flexibility)

TO APPLY

Please submit your resume and cover letter, including salary expectations [Director of Operations and Development - Halifax, NS - Indeed.com](#) The closing date is April 23, 2023.

We thank everyone who applied; however, we will only be contacting those who will be interviewed.

