

Position: **EXECUTIVE DIRECTOR**
Reports to: EAC Board of Directors

OVERVIEW

- The most senior member of our management team.
- A visionary and strategic leader with a passion for a just and sustainable society.
- An inclusive, collaborative and empowering leader who understands change and values diversity, inclusion and the open exchange of ideas.
- An effective communicator.

Responsibilities:

- 1. Organizational Leadership:** Includes working with staff, volunteers, partners, and the broader community to communicate, lead, and direct the EAC's Vision and Strategic Plan, monitoring and reporting results on a regular basis and recommending course corrections as necessary. Oversight of administration, finances, human resources, technology, and facilities.
- 2. Fundraising:** Includes oversight of donations, government funding, grants, and foundations, including development and stewardship of relationships in this area. While both supporting and growing a culture of philanthropy, the Executive Director will be actively involved in cultivating major gift prospects, and securing donations to enhance organizational sustainability.
- 3. Policy:** Includes strategic thinking with respect to overarching policy issues and opportunities, as well as holding relationships with key policy- and change-makers. Monitors current environmental policy and identifies emerging issues and opportunities.
- 4. External Relations and Communication:** Includes promoting the organization's identity and image in positive, proactive, and creative ways, while seeking to enhance the organization's reputation and public profile. Involves networking and relationship-building with members, governments, business, communities, key partners, and media.
- 5. Board of Directors:** Includes assisting the Board to understand, identify, and further and review the organization's values, mission, mandate, and strategic plan.

CORE COMPETENCIES

- ☐ **Accountability** – Follows through on commitments; answers and accounts for outcomes.

- **Caring** – Demonstrates compassionate, culturally-safe, relationship-centred care for individuals.
- **Charisma** – Ability to inspire trust and confidence to aid and enhance relationship-building.
- **Collaboration** – Works productively with diverse groups to target and achieve optimal results.
- **Communication** – Reflective listener & clear communicator with excellent written and verbal skills.
- **Conflict Management** – Ability to assess, address, and resolve conflict situations as they arise.
- **Courage** – Ability to go against the grain and take bold actions and carefully calculated risks.
- **Critical Thinking** – Ability to balance complex situations through reflection and process design.
- **Culture** – Fosters an organizational culture of honesty, transparency, trust, and accountability.
- **Decision-Making** – Objectively identifies/critically assesses issues, developing appropriate decisions.
- **Entrepreneurial** – Ability to develop, organize, and manage an entity along with any of its risks.
- **Ethical Approach** – Unwavering, unilateral commitment to and modeling of professional ethics.
- **Flexibility** – Adapts rapidly by being open to change and incorporating new information.
- **Inclusive** – Embraces, values, and provides a sense of belonging to all individuals and groups.
- **Inter-Personal Skills** – Builds strong, positive internal/external relationships based on respect and trust.
- **Learning** – Committed to ongoing learning, evaluation, and application of relevant leadership tools.
- **Positive Outlook** – Ability to see the positive in people, situations, and events; upbeat and inspiring.
- **Resiliency** – Deals effectively with pressure, remaining optimistic and persistent even under adversity.
- **Respectful** – Recognizes and sincerely acknowledges the humanity, worth, and significance of all.
- **Self-Motivated** – Works well independently, takes initiative, and adapts work schedule as required.
- **Strategic** – Innovates by analyzing issues and information, linking these to organizational potential.

SPECIFIC DUTIES

LEADERSHIP

- Communicate, promote, and direct the EAC's values, vision, mandate, and Strategic Plan.
- Lead overarching commitment by all to exemplary organizational policies, procedures, and growth.
- Lead development of operational action plans, goal setting, and evaluation to support Board strategy.
- Mentor and coach senior leadership team while working within a highly collaborative framework.
- Foster and support a culture of diversity and inclusion.
- Oversee all aspects of administration, financial resources, human resources, technology, and facilities.
- Lead the organization forward through capacity building, expanding membership, increasing donations, focusing on prudent fiscal management, and increasing relevancy.

FUNDRAISING

- Oversee fundraising and relationships related to government funding, grants, and foundations.
- Actively identify, cultivate, steward, and sustain relationships with major gift donors.
- Actively pursue new partnerships and fund development opportunities.
- Set annual fundraising targets and actively engage in major gift cultivation and asks.
- Facilitate connections between major donors and foundations/government and Action Teams.
- Oversee broad organizational consensus around donor policy.
- Support and extend a culture of targeted, sustainable philanthropy to expand revenue and programs.

POLICY

- Lead strategic thinking with respect to environmental leadership and direction on EAC policy issues.
- Lead strategic thinking with respect to overarching policy issues and opportunities.
- Maintain a strategic eye on the relationship between policy and funding opportunities.
- Identify emerging environmental issues and opportunities.
- Consult with the Board on overall policy direction/hot button issues as needed.
- Maintain knowledge of current environmental policy and monitor in external environment.
- Represent EAC on cross/cutting or overarching advisory bodies where appropriate and strategic.
- Act as spokesperson for EAC as needed.

EXTERNAL RELATIONS and COMMUNICATION

- Promote overarching EAC identity and image.
- Stay abreast of EAC's reputation within the community.
- Support efforts to build and sustain EAC's reputation, public profile, and educational activities.
- Maintain EAC's reputation as an independent voice and reinforce importance of membership.
- Provide and mobilize Atlantic Canadian voice on national environmental issues as needed.
- Network with and build/maintain relationships with government, donors, and key organizations.
- Participate in Strathmere Environmental Coalition as EAC rep and attend semi-annual meetings.
- Assist with media inquiries that don't fall under existing action areas as needed.
- Speak and participate on behalf of EAC at public events

BOARD SUPPORT

- Identify values, mission, mandate, and other strategic issues for the Board as they arise.
- Support the Board's periodic review of and process for updating values, mission, and mandate.
- Support the Board's periodic review of and process for updating EAC's Strategic Plan.
- Attend Board and Executive meetings.
- Attend Board sub-committee meetings, as required.
- Oversee coordination and facilitation of annual staff and board retreat

- Provide recommendations to the Board on environmental issues not currently represented by EAC.
- Act as liaison between staff and board.

SUPERVISION

- Supervise two direct reports: Director of Operations & Development and Director of Programs.

Other

- Other duties as required.

MINIMUM QUALIFICATIONS

- Undergraduate degree or relevant experience in environmental field, natural science, political science, business administration, community development, or related field
- 5+ years experience working in a non-profit organization, First Nation Band, or social enterprise.
- 5+ years executive management experience in a similar-sized, equally complex organization.
- Proven ability to lead and influence a diverse team in the context of ongoing change, while maintaining group cohesiveness, spirit, motivation, commitment, and results.
- Proven ability in developing, managing, and evaluating programs and services.
- Demonstrated fund development skills, including setting and surpassing fundraising targets.
- Demonstrated experience in government relations and policy advocacy work.
- Demonstrated collaborative skills working with diverse groups and supporting inclusion.
- Demonstrated experience working with media.
- Astuteness around how government, media, and politics interact.
- Commitment to supporting, developing, evaluating, and recognizing employees.
- Deep understanding of and commitment to environmental issues and social justice.
- Commitment to community engagement and mobilization.
- Strong and engaging presentation and facilitations skills and practiced public speaker.
- Strong knowledge of MS Office Word, Excel, PowerPoint, and Outlook.
- Experience working with a Board of Directors and an understanding of Board governance

WORKING CONDITIONS

- Fast-paced, constantly changing work environment with 40+ staff in HRM and elsewhere.
- Renovated, super energy efficient, daylight building with superior indoor environmental quality; first floor is universally accessible.
- Extensive external meetings required; mostly local, but some national travel required.
- Able to work productively in a shared office environment with a moderate noise level.
- Able to deal with sudden, last minute deadlines as they occur.
- Able to undertake some evening and weekend responsibilities when workload requires.
- Must have flexibility in schedule when urgent situations arise within the organization.

- Probationary period is 6 months

TERMS OF EMPLOYMENT

- 37.5 hours per week
- Cost-shared benefits plan and 4 weeks paid vacation per year

APPLICATION PROCESS

For instructions on how to apply, please see the job posting associated with this position, which can be found on our website at www.ecologyaction.ca/jobs.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as, but not limited to: African Nova Scotian and other racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities.

We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

We thank all applicants for their time and interest, however only short-listed applicants will be contacted. Interviews will begin the week of August 12, 2019 or sooner for early applicants.