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**Job Posting: DIRECTOR OF OPERATIONS & DEVELOPMENT** (fulltime: 37.5 hours/week plus benefits)

## ABOUT US

The Ecology Action Centre is a dynamic and vibrant environmental charity based in Nova Scotia. Since 1971, we have proudly served in a leadership role, tackling critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we are a strong voice and watchdog for our environment, taking a holistic approach to the environment, our economy, and the creation of a just and sustainable society.

We strive to promote a diverse and inclusive organizational culture that emphasizes strong values, collaboration, quality work, and real impact. We value our members, volunteers, staff, and partners.

Our values-driven work is created, managed, and overseen by our determined, passionate, and highly competent staff. We have a team of incredible people who share ideas, friendships, and a contagious level of inspiration and determination to make the world a better place.

## ABOUT YOU

You are a seasoned leader with a diverse business and/or non profit background, and the warmth, humour, and people skills needed to join our organization and excel as a member of our senior leadership team. You possess a keen business mind, are highly strategic, tech and finance-savvy, and have a talent for creating fundraising strategies and growth opportunities for a dynamic non-profit organization.

By this point in your unique career, you have managed a complex organization and a variety of work situations. Highly collaborative and an excellent communicator, you have a demonstrated ability to build strong, positive relationships based on respect and trust. You creatively plan and manage individual and team work flow to accomplish objectives and ably foster an organizational culture of honesty, transparency, and accountability.

## POSITION RESPONSIBILITIES

Reporting to the Executive Director, the Director of Operations & Development plays a key role on the Ecology Action Centre's (EAC) three-person Senior Leadership Team (SLT), which includes this position, an Executive Director, and a Director of Programs (who oversees our action area teams).

**This position is accountable for oversight of four interconnected areas:** operations, organizational development, fundraising, and finance. Support in each of these areas is provided by a wide range of staff, co-ordinators, managers, and the SLT, with on-site and remote staff totalling 40+. Additionally, this position provides specific support to the Board of Directors.

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**Accountability for operations** includes maintenance, operational efficiency, and ongoing development of a 4,500 sq. foot facility, which is owned by EAC, and one leased remote location. Key functions include planning, resourcing, managing, and monitoring day-to-day operations to help the organization meet its objectives. Overseeing technical and systems management is also part of this role.

**Accountability for organizational development** includes leading staff development and organizational development strategies in collaboration with the SLT and Human Resources Manager. Key functions include assessing talent needs, optimizing the organizational structure, determining future development activities, and building processes to support achievement of EAC's goals.

**Accountability for fundraising** includes oversight of the development and implementation of EAC's fundraising and membership strategy. This includes supporting our Fundraising Team in establishing targets and pipeline planning. Support for and implementation of this work comes from the Executive Director, Senior Finance Manager, Community Giving Manager and members of the Fundraising team.

**Accountability for finance** includes business analysis, sound fiscal oversight of both income and expenditures, stewardship of investments and cash flow, risk management, development and monitoring of internal controls, and all financial record keeping, compliance, and reporting. Support for this work is provided by the Senior Finance Manager and members of the Finance Team.

**Additionally, please thoroughly review the detailed job description before applying for this position,** which can be found [on our website here](#), or linked from <http://ecologyaction.ca/jobs>.

## REQUIRED SKILLS & EXPERIENCE

- All core competencies listed in the job description are critical requirements for this position.
- At least 5 years of experience in managing a medium sized organization.
- Experience working in a non-profit organization, First Nation Band, co-op, or community enterprise.
- Proven financial and operational leader with sound people, process, and systems knowledge.
- Demonstrated ability to identify opportunities and create efficiencies in an organization.
- Demonstrated fund development skills, including setting and surpassing fund-raising targets.
- Demonstrated collaborative skills, with strong experience working with diverse groups and supporting inclusion.
- Commitment to environmental issues and social justice.
- Demonstrated experience drafting and monitoring a wide range of policies and procedures.
- Demonstrated experience supporting and advising senior leadership.

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- Strong knowledge of MS Office Word, Excel, PowerPoint, and Outlook.

### **DESIRED SKILLS & EXPERIENCE**

- MBA and/or Non-Profit Management Certificate.
- HR management and/or conflict resolution training.
- Experience working with a Board of Directors.

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.

### **TERMS OF EMPLOYMENT**

- Start: mid-August 2019 or earlier
- 37.5 hours per week
- Salary \$58,000-63,000
- Cost-shared benefits plan and 4 weeks paid vacation per year.
- This is an on-site position at our Halifax office, which is located at 2705 Fern Lane in our renovated, energy-efficient green office building.
  - The first floor of our building is designed to be universally accessible. We have a ramp at the front entrance with automatic door openers, a permanent ramp to the back door, a stair lift in the foyer between the split levels, and an accessible gender-neutral washroom. There is a good turning radius for wheelchairs on most of the first floor, including our primary meeting room and several work spaces.
  - Our staff work in shared offices, with a moderate noise level, and good natural light.
  - This job involves extended viewing of a computer monitor.
- Must have some flexibility in schedule when urgent situations within the organization arise.
- Probationary period is one year and a current, clear criminal record check is required.

## TO APPLY

Please email a cover letter, resume, and three references to Marla MacLeod, Managing Director at [employment@ecologyaction.ca](mailto:employment@ecologyaction.ca). using the subject heading "Director of Operations & Development Position". **Please submit your application in the form of a pdf document with all three required elements in the following order: cover letter, resume, references.**

**APPLICATION DEADLINE:** Monday, June 17, 2019 at 9:00 a.m.

We thank all applicants for their time and interest, however only short-listed applicants will be contacted. Interviews will begin the week of June 24, 2019.

The Ecology Action Centre was founded in 1971 and is one of Nova Scotia's largest environmental organizations. The Centre always welcomes new members and volunteers: [www.ecologyaction.ca](http://www.ecologyaction.ca)