

ACTWS Executive Director - Job Posting

The Alberta Chapter of the Wildlife Society (ACTWS) has a 26-year history of fostering wildlife conservation and management in the province. The Chapter is a non-profit, volunteer based organization dedicated to wise stewardship of natural resources and to sound management practices of wildlife populations and habitats. The Chapter has some 250 members representing a broad cross-section of professionals from private business, government, academia and non-government organizations.

We are in search of a new position to assist us to become more active in conservation issues in Alberta. The Executive Director is responsible for the successful management of advocacy and fundraising for the Chapter. The Executive Director will provide leadership in identifying and actioning conservation issues the Chapter should be involved in. Advocacy duties include regularly soliciting input from the Executive Board and membership and reporting back to them.

The successful candidate will also be responsible for soliciting funding for self-financing and to raise sponsorship funds.

This is a one-year part-time (20 hours per week) contract position. Continuation on the position is based on effectiveness and successful funding development and could result in a full-time position. Use of a home-based office is required.

Responsibilities And Accountabilities:

1. Allocation of 70% of time effort to actively participate in the development of, and assume responsibility for, our obligation to the Alberta public to offer our combined scientific expertise to decision makers so that management of land and wildlife is conducted in a sound, sustainable fashion. Advocating for sound, science-based wildlife conservation and management in Alberta and the supporting duties associated with maintaining such a role. These duties may include but are not limited to:
 - Follow wildlife issues within the province by attending relevant meetings and upholding memberships in various external committees.
 - Attend Executive Board meetings and provide updates to Executive Board.
 - Communicate with the membership on wildlife issues through the Central Communications Committee
 - Solicit information and expertise from members of ACTWS for advocacy in selected wildlife issues.
 - Solicit input from ACTWS membership via web-based surveys on major wildlife issues.

- Act as a liaison and coordinate advocacy efforts with the Canadian Section and Parent Society of TWS on wildlife issues.
 - Attend the ACTWS Annual Conference to liaise with Executive, volunteers, members, and attendees.
 - Provide monthly written progress reports to the Executive.
2. Allocation of 25% of time effort to solicit funding to support the position and expand it into a full time position and solicit additional funds for sponsorship and special projects.
 3. Allocation of 5% of time effort to assist various committees, and help organize our annual conference, training workshops for professionals, and outreach programs.

Job Qualifications:

In addition to fulfilling the job description, the following qualifications are desired from the successful candidate:

- Commitment to the philosophical perspectives of The Wildlife Society;
- A demonstrated knowledge of Alberta's wildlife and the conservation and management issues affecting it;
- Experience with political and government organizations in wildlife management and conservation in Alberta;
- Possess a post-secondary degree/diploma in a wildlife program;
- Self-motivated with the ability to work with minimal or no supervision;
- Organizational and fund-raising skills;
- Excellent project and time management, verbal, written and presentation, and computer skills;
- Available on weekends and evenings, as necessary;
- Must be a member of the ACTWS for duration of contract;
- Must provide proof of WCB and insurance coverage;
- Valid class 5 driver's license and access to a reliable vehicle;
- Criminal Record check cleared with no criminal activity;

Additional Information

- Salary plus expenses is based on \$40,000 per year for a one-year contract of 20 hours per week;
- Position may move to a full time based on fund raising success;
- Position will be in a home-based environment;
- Interviews will be held by phone and in person.

Candidates are invited to indicate their interest in this position by sending a resume and cover letter:

c/o:
Laurence (Larry) Roy
President, Alberta Chapter of The Wildlife Society
President@actws.ca

We thank all applicants for their interest in this position, both only those selected for an interview will be contacted.