



JOB ANNOUNCEMENT

Executive Director with the Alberta Chapter of The Wildlife Society

The Alberta Chapter of The Wildlife Society (ACTWS) is pleased to announce that we are seeking an Executive Director (ED) to lead our organization. In this exciting position, the successful candidate will interact with a multi-disciplinary team of wildlife professionals to advance the ACTWS mission: *“To inspire and empower wildlife professionals to engage in science-based management and conservation of wild animals and their habitats.”*

Start Date: As soon as possible

About the Position

Serving in a half-time capacity and reporting to the President, the Executive Director will work in support of the following Chapter objectives:

1. Promote communication among wildlife professionals and between wildlife professionals and the public; and,
2. Promote science-based wildlife conservation and management in Alberta.

In addition to the above Chapter objectives, the incoming ED will also be responsible for the following tasks:

Outreach and Communication (approximately 85% of time)

- Develop and pursue novel outreach initiatives to grow the Chapter’s profile, contribute to the wildlife profession in Alberta, and help establish stable funding for the ED position
- Plan and lead outreach events (minimum of **five** substantial events/year)
 - o E.g., participation in BioBlitzes, hosting expert speakers for public events, etc.
- Identify and pursue funding/partnership opportunities
 - o The incoming ED will be expected to secure **at least** 50% of the value of the ED salary (\$21,000 CAD) from external sources prior to the two-year anniversary of commencement
- Communicate with membership on wildlife issues through the ACTWS Communications Committee and email campaigns (e.g., using MailChimp)
- Follow wildlife issues within the province to identify and action conservation issues in which the Chapter should be involved
- Solicit input from the Executive Board and membership to assist the Chapter in providing scientific expertise to decision makers on land and wildlife management decisions
- Attend relevant meetings with pertinent external committees
- Solicit information and expertise for advocacy from membership via web-based surveys

Operational Management (approximately 15% of time)

- Attend and provide updates at Executive Board meetings
- Provide monthly written progress reports to the Executive Board
- Assist various committees where time allows (e.g., annual conference organization, training workshops, outreach programs, etc.)
- Other relevant duties as requested by the President or Executive Board

Required Qualifications

- Strong connection to private, public, and academic professionals in the wildlife field in Alberta and beyond
- Strong background in wildlife ecology, environmental science, or biology
- Awareness of environmental/wildlife funding agencies and opportunities in Alberta and Canada
- Demonstrated fundraising skills
- Excellent organizational skills
- Ability to communicate effectively via written and oral media, including formal letters, emails, and at least working knowledge of social media platforms
- Familiarity with The Wildlife Society structure, including the Canadian Section and provincial Chapters throughout the country

Remuneration

Half-time salary: \$42,000 per annum based on 20 hours/week, paid in monthly installments

About ACTWS

ACTWS works for wildlife and works with wildlife. We are biologists, managers, scientists, academics, students, consultants, and naturalists from across Alberta dedicated to understanding and conserving Alberta's wildlife. We are affiliated with the international organization, The Wildlife Society (TWS), and the Canadian Section of TWS.

1. **We talk wildlife.** People care about things they know about. As wildlife professionals, we share our love and understanding of Alberta's wildlife and wild places through public talks, social media, newsletters, and especially our acclaimed annual conferences, where new ideas for conserving Alberta's wildlife are born. Everyone is welcome!
2. **We walk the talk.** We advocate for science-based wildlife management in Alberta and provide science-based information and advice to help ensure wildlife's needs are met in public policy, legislation and programs. We work to provide a wildlife management perspective to local, regional, and provincial decision-making bodies. We offer information, advice, and champion policy that ensures wildlife populations persist as a benefit for all Alberta.
3. **We cultivate new biologists.** New professionals carry forward the responsibilities to manage the future of Alberta's wildlife. We provide mentorship and training support, and host conferences that pass on new information. We provide student scholarships, conference travel grants, and awards for outstanding wildlife work. For over 25 years, we have provided tens of thousands of dollars in support and are rewarded by knowing today's ACTWS

students are tomorrow's Alberta wildlife professionals.

HOW TO APPLY

Please submit a cover letter, resume, and names and contact information for three references as a single .pdf to Dr. Andrea Morehouse, President of the Alberta Chapter of The Wildlife Society, at the following email address: president AT actws dot ca.

Application Deadline: The position will remain open until filled. We encourage interested candidates to apply as soon as possible.

Receipt of your application will be acknowledged, but only individuals selected for an interview will be contacted further.