

Interim Executive Director Job Description

About:

With the view of securing the strongest possible future for Canada's 148 community and regional land trusts, the National Organization Working Group (NOWG), with representatives from the Provincial Land Trust Alliances and community land trusts have determined the merits and feasibility of unifying organizations under a newly created non-profit organization, Alliance of Canadian Land Trusts (ACLT). Please read more about land trusts in Canada at <https://Itacanada.ca/>.

To achieve the vision of these founders, ACLT will be established to undertake the national mandate of advancing conservation to protect more land and natural resources; to support the use of best practices for governance and operation; and to ensure Canadian land trusts achieve long-lasting conservation solutions.

ACLT is currently looking for a leader who has a passion for conservation and the environment and possesses the ability to display that passion in a constructive and innovative way. Reporting to the Board of Directors and working closely with volunteers and members, the Executive Director will provide dynamic, creative and strategic leadership to achieve the goals of ACLT with laser focus on service to land trusts. The successful candidate will be able to motivate, network, inform government at all levels and build the strength of the organization by generating new partnerships and new fundraising opportunities.

Position: Interim Executive Director

Reports to: Board of Directors

Supervises: TBD

Compensation: \$3000 per month. (approximately 18 hours per week at \$40 / hour)

Schedule & Working Conditions:

Location: home-based

Schedule: flexible, but must work hours to accommodate national discussions

Hours per week: 17.5 hours

Duration: 6-month contract subject to renewal

Start date: as soon as possible

Scope of the Position: The Interim E.D. will be responsible for maintaining the operational and financial integrity as the Board searches for a permanent Executive Director. The Interim ED will manage the organization and collaborate closely with the Board of Directors to evaluate, develop, and implement operational policies and activities. The Interim ED will also collaborate with the Board of Directors to develop strategic plans. The Interim E.D. will also oversee external relations and fundraising.

Priority Responsibilities: The Interim ED will focus on the following areas (bold indicates priority):

- Financial
 - Oversee fundraising and capital campaigns, grant-writing, and other forms of revenue generation through Development Plan.
 - Ensure sustainable budget oversight, development, and transparency.
 - Support the Board with long-term strategic organizational and financial planning.
- Leadership
 - Work with board and volunteers to create and implement strategic and the annual operating plans
 - Develop a leadership transition plan and provide a stable foundation for a permanent Executive Director.
- Human Resources:
 - Oversee human resources functions, ensuring legal compliance
 - Play a leading role in growing a positive, healthy, accountable workplace and organizational culture.
- Fundraising:
 - Cultivate **donor** relationships, develop capital campaigns and create and meet fundraising goals.
 - Develop relationships with **foundations** in order to increase revenues.
- Financial Management:
 - Monitor financial performance; ensure financial compliance with grants, contracts, and auditing requirements.
 - Develop, implement, and revise financial strategies as necessary.
 - Provide periodic financial reports to the Board of Directors and other external stakeholders.
 - Develop an annual budget in close collaboration with members, the Board of Directors, and staff.
 - Ensure transparent budget to actual reporting and reporting other financial decisions.
- Planning and Evaluation:
 - Lead evaluations of the services and business processes to identify potential improvements.
 - Support in the development of a Strategic Plan, considering ongoing priorities such as diversity, equity, and inclusion, crisis management, emergency preparedness, and financial structuring as outlined in Business Plan
- Community and Partner Relationships:
 - Build awareness of the impact of work and role in the community.

- Sustain relationships with other national land trust organizations, key non-profits, community, business, and governmental partners to better serve the needs of the mission.
- Board Support:
 - Facilitate effective Board and member engagement. Incorporation, charitable status and Board development are key

Skills & Experience:

Required:

- Experience building an organisation (either from the very beginning, or growing an already existing not for profit organisation)
- Excellent interpersonal and communication skills, including in high-stress and emergency situations.
- Five or more years of demonstrated personnel management experience.
- Three or more years of experience in budget and asset management and financial operations.
- Commitment to the vision of the ACLT as expressed in the Mission Statement, Articles of Incorporation, and its Guiding Documents.
- Experience working in non-profit organizations, membership organizations, or housing cooperatives.
- Bachelor's degree or higher.
- Seasoned non-profit manager with successful senior-level experience managing a complex organization.
- Comprehensive familiarity of non-profit operations.
- Experience working with community and partner organizations, funders, and governments.
- Experience working within or with Boards of Directors.

How to Apply

Complete applications include:

1. Letter of Interest (600 words max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
2. A complete resume (3 pages max) detailing relevant experience, work history, education, and accomplishments.
3. At least 3 references

Please send all your documents to devofficer@ltabc.ca