



The Ontario Invasive Plant Council (OIPC) is seeking a highly motivated individual to be our first Executive Director. Located in Peterborough, the OIPC was created to facilitate a coordinated and effective response to the threat of invasive plants by providing leadership, expertise and a forum to educate, motivate and empower organizations and citizens. As we enter our tenth year, we are looking to build on our achievements and grow our organization.

We are looking for a part time (3 days/week) Executive Director (ED) to oversee all aspects of our day-to-day operations. The ED will report to the Board of Directors through the President and Executive Committee and will be responsible for fundraising/development (50% of time), Leadership and Strategic Planning (25%), Outreach and Communications (15%) and Administration (10%). The ideal candidate will have had previous success in generating revenue for a not-for-profit organization or equivalent experience in the private or public sector, will be seasoned in navigating the nuanced behaviours and tactics in local and higher tier government, be able to set and carry out short term and long-term priorities, be an outstanding communicator and able to work cooperatively and effectively with staff and the Board.

The ability to speak, write and work in French will be considered an asset but is not a requirement. The ideal candidate will have a degree in business, finance or invasive species-related science or an equivalent combination of education and experience.

The position will require some travel throughout Ontario to visit projects, attend meetings with potential funders and manage partnerships. This part-time position has the potential to expand to full time upon satisfactory performance of job duties and the desire of the successful candidate. The salary will be commensurate with experience and expertise.

Visit our website www.ontarioinvasiveplants.ca for more information about us and a more complete job description. Your application should include your resumé and the names, job title and addresses, email addresses and telephone numbers of three references. Please reply by email to OIPCPresident@outlook.com no later than **Oct. 22, 2017 at 11:59 pm**.