



OIPC Executive Director - Job Description

1. **Ontario Invasive Plant Council, Peterborough, Ontario**
 - The Ontario Invasive Plant Council (OIPC) is a multi-sector, non-profit group committed to the collaboration of organizations and citizens in order to more effectively respond to the threat of invasive plants in Ontario. As we enter our 10th year, we are looking to build on our achievements and grow our organization.
 - Some of our major goals for growth include increasing our capacity to deliver existing programs, diversifying and increasing our revenue stream, strengthening strategic planning and efficient operations, and locating new office space capable of supporting this growth.
 - We are looking for a part-time (3 days/week) Executive Director to oversee all aspects of the Council's day-to-day operations. The Executive Director will be responsible for fundraising/development, human resources, employee supervision, strategic planning, program delivery, finance, communications and community engagement. The successful candidate will have a strong background in these areas, including executive leadership. It will be an asset if the candidate has an existing or prior leadership profile in the conservation field. Knowledge of and experience relating to environmental issues and invasive plant management is desirable, although not essential. We are looking for a person who can work both independently and collaboratively while being resourceful and flexible. The OIPC strives for transparency and consensus in decision-making, and is committed to an organizational culture of openness and personal initiative. Since staff are expected to operate with the highest degree of integrity, responsibility, creativity and professionalism, the Executive Director is responsible for both fostering and embodying these values to ensure the health and effective performance of the organization. Ultimately, we anticipate this will be a full-time position.

2. **Executive Director / Reporting to**
 - The Executive Director reports to the Board of Directors through the President and Executive Committee and sits on the Board in an *ex-officio*, non-voting capacity.

3. **Major Tasks/Responsibilities**
 - A. **Fundraising (50%)**
 - Work with the Executive Committee to set the fundraising goals and direction;
 - Develop and implement fundraising and revenue-generating strategies for the OIPC;
 - Lead fundraising initiatives including grant applications, and solicitation of memberships, donations and sponsorships to secure adequate funding for the operation of the organization, including own salary;
 - Grow the OIPC's revenue generating initiatives such as contract work (i.e. services such as workshops, development of learning materials, assisting clients develop control plans).

 - B. **Executive Leadership and Strategic Planning (25%)**
 - Determine organizational staffing requirements and work with President and Executive Committee on human resources planning and administration;
 - Provide the Board with regular, comprehensive reports on staffing and programs, revenues and expenditures of the organization;

- Participate with the Board of Directors and Committees in developing a refreshed Vision and Strategic Plan to guide the next stages of the organization's development;
- Think strategically and effectively to translate OIPC's Strategic Plan into actions yielding measurable outcomes;
- Liaise with the OIPC Board of Directors, oversee the development of the board meeting agendas and attend them;
- Implement and maintain policies and plans as set by the Board of Directors, consistent with OIPC's mission and goals.

C. Outreach and Communications (15%)

- Position the OIPC as the provincial facilitator of effective and sustainable invasive plant management and control with our sponsors, members, partners, as well as federal, provincial, regional, and municipal governments;
- Act as the main OIPC contact and its public voice for stakeholders;
- Develop and lever strong working relationships and cooperative arrangements with key stakeholders in the invasive species community to further the goals of the OIPC;
- Support the goals and actions of partners, stakeholders, the general public, and municipal, provincial, and federal governments and First Nations to mitigate invasive species issues in Ontario;
- Promote the OIPC by communicating its vision, objectives and results and advocating on its behalf;
- Oversee the OIPC's communications strategies, including continued development of promotional materials and reports for granting agencies, solicitations and mailings;
- Oversee the OIPC's website, digital and social media communications to ensure relevance, currency and effectiveness.

D. Administration 10% (OIPC Finances and Human Resources)

- Work with the Treasurer/Executive Committee and staff to prepare a comprehensive annual operating budget;
- Work with staff and the board (through the Treasurer) to administer and manage the operating budget, monitor the monthly cash flow, approve expenditures within the authority delegated by the Board, and ensure that sound bookkeeping and accounting procedures are followed;
- Work with the Treasurer to provide the Board with a quarterly financial update;
- Oversee management of the Council's assets and disbursements, payroll processing, banking and investment relationships, and support for the annual audit;
- Work with Executive Committee to hire, terminate, and manage staff (including annual performance appraisals);
- Provide thoughtful feedback and insights when collaborating with staff;
- Oversee personnel and maintain detailed personnel records.

4. The ideal candidate should demonstrate proficiency in the following areas:

- **Political Acuity & Relationship Building:** Seasoned in navigating the nuanced knowledge, behaviours and tactics in discussions and actions in local and higher tier government, impact of climate change on invasive plant issues, public concerns surrounding the use of chemical control methods on invasive plants, etc.;
- **Fundraising:** Previous success generating revenue for a not-for-profit organization from multiple sources (e.g. grants, sponsorships, memberships, donations, etc.);
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- **Organization:** Set short-term and long-term priorities, develop a work schedule for all staff, monitor progress towards goals and track details, data, information and activities;
- **Outstanding Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective tools and techniques;

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities;
- Development and delivery of products and services enabling the provision of sound decisions to increase the OIPC's revenue streams;
- Teamwork: Work cooperatively and effectively with the staff and board to set goals, resolve problems, and make decisions that enhance organizational effectiveness;
- Decision Making & Problem Solving: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization;
- Professional: Exhibit high standards of ethics and confidentiality, and embody a positive image of the OIPC in all endeavours;
- Bilingual: Ability to fluently speak, write, and work in French will be considered as an asset, but applicants fluent only in English are encouraged to apply.

5. Education and qualifications

- A Bachelor's degree in business, finance, or invasive species related sciences, or equivalent combination of education + experience – preferably in the non-profit sector;
- At least 5 years of progressive leadership/management experience, preferably in the not-for-profit sector;
- Knowledge of or demonstrated success in securing and growing revenue through government grants, procurement or RFP processes, foundation funding or donors, including experience with fundraising events, sponsorship, social enterprise and individual donations;
- Demonstrated skills in financial and project management;
- Knowledge of and experience with federal, provincial and municipal processes and legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, taxation, CPP, EI, health coverage etc.

6. Challenges for the individual

Travel

- The individual in this position will travel throughout Ontario in order to visit projects, attend meetings, and manage partnerships.

Work Schedule and Remuneration/Benefits

- Part time (3 days/week) with the potential to expand to a full time position upon the satisfactory performance of job duties and the desire of the successful candidate; salary will be commensurate with experience and expertise.
- Availability for a few evening and weekend events each month is essential.
- Initially, three weeks (9 days) paid vacation annually.
- Six days paid sick/personal leave annually.