

**Job Description
Executive Director
Manitoba Eco-Network
April 6, 2024**

Who We Are:

The Manitoba Eco-Network (MBEN) is a registered charity which seeks to strengthen Manitoba's environmental community with the goal of protecting our environment for the benefit of current and future generations. We facilitate connections, engage in advocacy opportunities, and undertake community-based research that promotes meaningful public participation in environmental governance processes.

Our mission is to promote good environmental governance, support and build capacity, advocate for environmental justice, and act as a bridge between environmental organizations, the public, and all levels of government. The charitable objectives of the organization are to carry out educational activities, to develop an awareness in the community concerning the conservation and enhancement of the environment; and to encourage other Canadian organizations to do the same.

We serve as an umbrella for environmental non-governmental organizations (NGOs) across the province. We build capacity and empower participation at the grassroots level, celebrate positive environmental actions that happen within Manitoba, and work to elevate the voices of all those within our community.

Position Summary:

The Executive Director will be responsible for conducting outreach activities with NGOs, collaboration with Eco-Network member groups, developing partnerships, expanding our network, providing information referrals, handling media requests and responding to general inquiries. Furthermore, they will be responsible for overseeing the publication of the monthly Eco-Bulletin, reviving the quarterly Eco-Journal, managing projects, and overseeing program development.

The ideal candidate will be an excellent communicator who reports to the Board of Directors, upholds employee morale, recruits new employees, maintains a culture of transparency, and implements the vision, strategy, and priorities as established by the Board in accordance with our mission and values. The candidate will be responsible for accessing and prioritizing funding, champion model behaviour, and lead the Board of Directors and the MBEN with confidence. The position is hybrid at 4 days per week.

Qualifications:

- appropriate management experience.

- Bachelor's or Master's degree in Environmental Sciences, Community Economic Development, professional certification or designation relevant to the position
- Strong written, oral, and interpersonal communication skills
- Proven ability to meet deadlines, work under pressure, and execute strategic planning
- Demonstrated experience meeting and exceeding fundraising goals and objectives
- Skilled at developing and managing budgets; meeting reporting requirements, and have an intermediate understanding of financial statements

Roles and Responsibilities:

1. Strategic Leadership

- Support the board in developing and implementing a Strategic Plan
- Ensure the vision, mission, and values of the MBEN are incorporated within the strategic plan
- Attend all board meetings, take direction from the board, and report on operational, financial, and human resource activity every month
- Ensure full transparency on any issues, challenges, or successes that may impact the organization with the Board in order to facilitate effective decision-making
- Champion and model the behaviour that support the values of the organization and excellence in workplace leadership
- Ensure media and social media strategies are deployed

2. Financial Management

- Ensure individual, group, and associate memberships are renewed on an annual basis
- Promote, increase, and maintain one-time, monthly, and annual charitable donations
- Research and apply for grant opportunities
- Review funding agreements, grant renewals, and accounting requirements on an ongoing basis
- Provide the board with monthly financial reports, including budget variances and forecasts
- Present yearly financial plans that incorporates measurable outcomes to the Board for consideration and approval each year
- Hire a third-party auditor to compile, review, and present yearly audit at Annual General Meeting

3. Human Resource Management

- Communicate with staff on a regular basis
- Ensure requirements of the CUPE Agreement are followed
- Create a supportive work environment where every employee feels empowered, accountable, and can operate at the highest level of efficiency and effectiveness
- Build a team that is flexible, resilient, and thrives within a changing environmental sector
- Review and update job descriptions, administrative policies, and conduct performance reviews
- Identify long-term recruitment goals, positions, and salaries

4. Program Delivery

Ensure all programs are meeting objectives, expectations, and requirements

- Continually evaluate the effectiveness, delivery, and implementation of all programs
- Conduct evaluations, identify areas for improvement, and prepare final reports
- Build and maintain strong working relationships with community organizations, partners, stakeholders, and funder programs

5. Stakeholder Engagement

- Develop an engagement plan that is inclusive, diverse, and meets the environmental needs of the MBEN with set indicators, timelines, and goals
- Review, update, and evaluate communication plans with stakeholders on an ongoing basis
- Foster connections, enhance, and develop positive working relationships with key stakeholders, member groups, the environmental community, industry, government, labour unions and the community at large
- Ensure processes are in place for feedback from stakeholders, mitigate potential risks or concerns, and apply conflict resolution when necessary

6. Other

- Ensure the organization is in full compliance with all applicable legislation

Starting Salary: \$52,000 to \$58,000 per year

To apply: Send your application to vickiburns@mymts.net

Application Deadline: April 26th, 2024