



## Position Opportunity Overview

<b>Position:</b>	Executive Director
<b>Organization:</b>	Island Nature Trust
<b>Location:</b>	Prince Edward Island
<b>Position details:</b>	Full time, Permanent
<b>Reports to:</b>	Board of Directors
<b>Direct Reports:</b>	Manager of Species at Risk, Manager of Land Stewardship, Manager of Land Acquisition, Manager of Finance & Operations, Manager of Philanthropy, Manager of Marketing & Communications
<b>Compensation:</b>	A competitive compensation package including base salary (range between \$71,770 - \$83,850) and benefits will be provided.
<b>Website:</b>	<a href="http://islandnaturetrust.ca">islandnaturetrust.ca</a>

## THE ORGANIZATION

Prince Edward Island is Island Nature Trust's home and we cherish the land, water and wildlife that make it so special. We are the Island's first and oldest private land trust and the third largest landowner. INT has been working since 1979 to acquire lands to be held in trust for future generations, steward these lands to achieve conservation goals, mitigate biodiversity loss and help private owners voluntarily protect their lands.

In December, 2022 the Government of Canada re-committed to protecting 30% of Canada's landscape by 2030 and has identified 11 priority places across the country in urgent need of protection. One of those is PEI's forested landscape.

PEI has the highest percentage of privately held land of any province or territory in Canada. This makes our small province particularly vulnerable to increasing residential, industrial and agriculture development pressure, at a time when we are also experiencing a rapidly increasing population along with extreme weather and climate change. Post tropical storm Fiona reminded us all that our beautiful island is fragile yet resilient.

Island Nature Trust has grown exponentially over the past few years and now has a budget of approximately \$6 million annually and a staff of 18 full time as well as seasonal additions. The Trust has become a charity of choice for many and enjoys a high public profile within the Island community.



## **OUR VISION:**

We envision a network of protected natural areas across PEI, sustained by the love and generosity of Islanders today for the enjoyment of Islanders and wildlife tomorrow.

## **OUR MISSION:**

To create a legacy of natural areas and wildlife habitats for future generations.

## **THE POSITION**

**Summary:** Working in close collaboration with the Board of Directors, the Executive Director provides leadership to the organization with the overall responsibility for the management and conduct of the organization's operations including its programs, financial management and human resources. The Executive Director is responsible for implementation and oversight of the organization's strategic plan including management of its member, donor and volunteer relationships and its strategic partnerships, particularly with the Government of PEI and major donors. The leadership of the Executive Director is critical to Island Nature Trust ("Trust") successfully accomplishing its vision, mission, and strategic goals.

## **Key Responsibilities:**

- 1. Operations:** Ensures effective and efficient day-to-day operations of Trust.
  - a. Develops, implements, monitors, and evaluates an operational plan and draft budget that aligns with the Trust's strategic plan.
  - b. Maintains responsibility for operational policy and procedure ensuring they are placed within the context of the Trust's constitutional bylaws (see attached bylaws)
  - c. Monitors, reviews and updates policies and practices.
  - d. Ensures all legislative and regulatory requirements are met and the Trust is making progress in complying with the *Canadian Land Trust Alliance Standards and Practices (2019)*.
  - e. Ensures that all information is secure and kept confidential according to policy and legislation.
  
- 2. Human Resources Management:** Provides leadership to all facets of managing the Trust's employees and volunteers.
  - a. Takes overall responsibility for resolution of all HR Policy and issues arising.
  - b. Maintains responsibility for all human resources administration, including employee organization structure, job design, hiring, supervision, payroll,

record-keeping, performance management and reviews, and other related management aspects.

- c. Ensures employees are aware of the strategic plan and specific initiatives connected to their job with the Trust so that they can build their annual plans within the context of the strategic plan that contributes in a meaningful way to operational planning.
- d. Promotes constructive relationships between the board and employees to enhance the understanding and appreciation of respective roles and responsibilities.
- e. Ensures employees have access to benefits and seek professional development opportunities for skills that fit with the Trust's strategic goals.
- f. Ensures that a successful volunteer resource management program is developed and implemented and which includes volunteer organization structure, job design, recruitment, program review, volunteer recognition

**3. Financial Accountability:** Ensures the financial stability of the Trust.

- a. Oversees effective financial management, including preparation and monitoring the implementation of an annual budget, audit preparation, daily transactions and reporting, and cash flow analysis and reporting.
- b. Oversees effective financial investments management, including Endowment Fund, Stewardship Fund, Rainy-Day Fund.
- c. Review the profitability, strategic alignment and risks associated with any initiatives presented to, considered by or adopted by the Trust and present recommendations to the Board in accordance with Board policy.
- d. Acts as a signing authority for the Trust according to policy.
- e. Ensures sustainability of the Trust by providing oversight and active engagement in the development, implementation and evaluation of a comprehensive fund development strategy, including:
  - i. Establishing key philanthropic programs with emphasis on major donors (corporate and individual) and planned giving.
  - ii. Developing and executing a capital campaign as approved by the Board of Directors
  - iii. Ensuring the appropriate resourcing (human and operational services) to ensure reaching of financial goals.
  - iv. Is actively engaged in all aspects of implementing the fundraising strategy with a key focus on building and maintaining relationships with major donors



- v. Leading all activities related to government funding including cultivating and deepening ministerial relationships.
- 4. Board of Directors:** Reports to, and collaborates with, the Board of Directors to ensure effective operations and alignment with the Trust's strategic plan and the provision of sound and appropriate governance of the organization.
- a. Ensures, according to policy, the collaborative working relationship between the governance and operational components of the Trust.
  - b. Supports the Board in the development, implementation, monitoring, and evaluation of a strategic plan, including adaptation and addition of strategic initiatives when needed.
  - c. Supports the Board in their development, review, and revisions to Trust policies.
  - d. Provides regular communication and counsel to the Board according to Trust policies, including attendance at monthly Board meetings.
  - e. Prepares for and coordinates the general meetings required by the by-laws of the Trust, including production of an annual report to members of the Trust.
  - f. Coordinate the work of the committees of the Board and ensure appropriate staff are assigned/aligned to the committees.
- 5. External Relations:**
- a. Ensures the development and maintenance of communication links with key stakeholders.
  - b. Manages the representation of the Trust throughout the community to advance the work of the Trust.
  - c. Ensure the Trust is appropriately represented in various provincial, national, and international environmental and wildlife protection umbrella organizations.
  - d. Act as the spokesperson for operational activities and issues of the Trust (while the President acts as the spokesperson for the governance activities and issues of the Trust).
  - e. Works with the Board and staff on communications designed to enhance impact on the community, ability to influence policy and to attract broad, multigenerational membership that will connect the Trust with the many segments of PEI's society and establishes key partnerships with influencers.
- 6. Trust Programs:** Ensures effective use of resources to realize successful programming in the areas of land acquisition, land stewardship and species at risk monitoring.



- a. Develop a comprehensive understanding of the work of the Land Acquisition Committee, particularly as it relates to a three-year rolling land acquisition strategy.
  - b. Ensure fulfillment of any fee-for-service contracts related to Trust programs.
7. Performs other related duties consistent with the position.

### **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:**

- Bachelor or post graduate degree in Business Administration, Commerce, Environmental Studies, or similar discipline
- High level of positive energy with passion for the Trust's mission as well as to forming high functioning relationships both internal and external to the Trust
- Proven track record in building a high-performance organization as evidenced by demonstrated leadership abilities, prudent financial management and success in developing long term relationships with major donors, foundations and governmental agencies;
- Minimum of five to seven years of direct, hands-on experience within an organization, preferably a not-for-profit organization, with a demonstrable track record of achieving business and financial objectives and leading a team;
- Comfort and confidence in public speaking, making presentations and media relations.
- Canadian citizenship, permanent residency or eligibility for a Canadian work permit.

To Apply for this position please send a resume and cover letter to [INTEDRecruit@islandnaturetrust.ca](mailto:INTEDRecruit@islandnaturetrust.ca) by March 29, 2024.

*We thank applicants for their interest, however; only those advancing in the process will be contacted.*