

**wwmc.ca Box 1005, Wabamun, Alberta T0E 2K0** **info@wwmc.ca**

**WWMC Executive Director – We Are Hiring!**

The Wabamun Watershed Management Council (WWMC) has a 20-year history of working to promote and preserve the health of Lake Wabamun and its surrounding ecosystem. We are now looking for an **Executive Director (ED)** to lead our efforts into the future and help us protect this cherished lake for generations to come.

Our ideal ED will be a highly qualified and motivated organizational leader with strong communication and management skills, adept at managing complex environmental files, with an ability to foster effective stakeholder and rightsholder relationships.

We are seeking a dedicated professional as either an **employee or an independent contractor**, depending on the candidate’s preference and qualifications.

**About WWMC**

The [WWMC](https://www.wwmc.ca/) is a watershed stewardship group and registered charity, formed under the Alberta government’s [Water for Life Strategy](https://www.alberta.ca/water-for-life-strategy).

**Our Vision:** The Wabamun Lake Watershed is a healthy ecosystem with a community that shares its collective responsibility to be the best stewards of that environment.

**Our Mission:** To guide the development, management and stewardship of Wabamun Lake through collaborative watershed planning, research, and public education.

**Position Summary**

The ED will be responsible for enabling the achievement of the WWMC’s [Mission, Vision](https://www.wwmc.ca/who-we-are), and [Strategic Plan](https://www.wwmc.ca/s/WWMCStrategicPlan-2022-2025.pdf) (including the [Watershed Management Plan](https://www.wwmc.ca/s/2020-WabamunWMP-Final.pdf) [WMP]), guided by the WWMC Board of Directors’ policy and direction. Reporting directly to the WWMC Board of Directors through the Board Chair, the ED will be responsible for the day-to-day operations of the WWMC, including governance, administration, finances, partnerships, programs/projects, and communications.

**Key Duties and Responsibilities**

Board Governance

* Assist the Board in further establishing a strong, sustainable, and accountable organization (meeting management, Board policies and procedures development, strategic and operational planning, committee work).
* Ensure WWMC Society obligations are met (annual general meetings, Society bylaws, annual financial audit/review/approval, annual Society and charity reporting, Society official records, and membership list).

Administration

* Manage daily administrative and organizational tasks.
* Design and implement WWMC risk management register.
* Future responsibility for the recruitment, management, and release of all personnel, including staff (e.g., summer students, volunteers, project consultants and/or contractors). There are currently no direct reports or employees.

Finances and Fundraising

* Develop and manage financial resources sufficient to ensure financial sustainability (e.g., fundraising [municipal donations; public, private, and corporate donations], grant proposals, and provincial and federal program resources).
* Work with the finance committee and Board to develop an annual budget and provide quarterly budget updates.
* Implement and maintain sound current financial practices that align with Board financial policies.

Watershed Stewardship Initiatives

* Further build strategic and dynamic collaborative partnerships with stakeholders and rightsholders in alignment with the WWMC Strategic Plan and the WMP.
* Expand development and manage implementation of watershed programs and projects.

Communications

* Implement and execute the WWMC’s Communication Strategy to enhance awareness of the WWMC with all stakeholders and rightsholders.
* Maintain the organization’s internal and external communications.
* Create, conduct, and participate in community engagement initiatives/external events in partnership with the Board.
* Serve as a spokesperson for the WWMC’s day-to-day operations.

**Experience and Qualifications**

We are seeking a qualified individual who possesses **post-secondary education** and a **record of success** in a relevant discipline (e.g., environmental sciences, engineering, natural resource conservation, or other relevant field of study), with a minimum of three (3) years of relevant experience.

Preference for candidates with proven experience with:

* Communications and engagement with local, provincial, federal, and Indigenous governments; various stakeholders; volunteer boards; non-profit organizations; and the public.
* Delivering successful fundraising and community engagement initiatives.
* Writing grant proposals and grant management.
* Working knowledge of federal, provincial, municipal, and Indigenous levels of government.
* Familiarity with Wabamun watershed issues in the North Saskatchewan River watershed, and watersheds more broadly.
* Creating, assessing and managing watershed-related outreach and engagement programs.
* Proficiency with Microsoft Office.

*Considered Assets:*

* *Experience working on the sustainability of land use, aquatic, and riparian systems.*
* *Experience with environmental education.*

Attributes and Skills

* Self-directed, resourceful, and agile leader with a collaborative attitude.
* Strong communicator (oral and written), motivator, and collaborative partnership builder.
* Excellent time management, organizational, critical thinking, and decision-making skills.
* Committed to governance excellence, implementation of strong financial controls, and organizational policy.
* Understanding of Alberta’s watershed management challenges, strategies, and plan.
* Experience in program development and program/project management.
* Brings innovative ideas along with a passion for watershed stewardship.

**Working Schedule**

We estimate this to be a 24-hours-per-week, flexible work arrangement position from your home office (with occasional scheduled days/events) requiring occasional travel, primarily to events/in-person Board meetings and within the Wabamun watershed.

**Remuneration**

Compensation will be commensurate with the qualifications and experience of the successful candidate.

This position is expected to begin May 15, 2025.

**How to Apply**

Please submit your resume, cover letter, and remuneration expectations to**info@wwmc.ca** (subject line: **2025 WWMC Executive Director**)by April 15, 2025.

We thank all applicants in advance for their interest in this position. This posting will remain open until a suitable candidate is found.

More information about the WWMC can be found at [wwmc.ca/executive-director](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwwmc.ca%2Fexecutive-director&data=05%7C02%7C%7C508eb0ccbb1441fd644008dd631d4940%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638775699620959755%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=sQrMSXYFP%2FbryB8Hv8zVMtbP5aLLmJAqBgfq8rz9byk%3D&reserved=0) and on our [Facebook](https://www.facebook.com/groups/Wabamun/) page.