



## Grasslands Conservation Council of British Columbia

Position: General Manager; Contract; Part-time (2-3 days/week) with full-time potential  
Location: Remote, with preference for Kamloops, BC

The Grasslands Conservation Council of British Columbia (GCC) was founded in 1999 by various groups and individuals concerned with threats to the grasslands of British Columbia. The Council is dedicated to the conservation and stewardship of these imperiled grasslands throughout the Province.

The Board and its members work to build a better understanding of the social, economic, ecological, and cultural values of grasslands, and aim to provide methods and tools to better care for them. We pursue a vision of healthy, life-sustaining grasslands in British Columbia for current and future generations.

Reporting directly to the GCC Chair, the General Manager will work with the GCC Board of Directors and its members to successfully coordinate, manage and deliver the organization's activities according to the strategic and operational direction set by the GCC Board.

The General Manager is accountable for the overall management of the GCC and:

- uses their communication skills to engage directors, individuals, and community groups to help raise funds, including preparation of successful grant and sponsorship applications and other private and public financial support;
- works with Board and volunteers to build GCC membership;
- applies their knowledge and understanding of the principles of resource management to creatively approach the issues affecting grasslands;
- actively seeks and creatively implement opportunities for Board engagement, volunteer recruitment and management, and fundraising;
- responds to other priorities as determined by the Board.

### **Duties and Responsibilities**

The General Manager will perform the following:

- Work with the Board to implement strategic priorities.
- Identify, assess, and inform the Board of internal and external issues that affect the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities.
- Prepare official correspondence on behalf of the Board as appropriate, and jointly with the Board when appropriate.
- Research funding sources, oversee the development of fundraising plans and donor campaigns, write funding proposals, and work with directors to solicit and communicate with major donors, and support work to increase the financial health of the GCC and support priority programs.
- Work with the treasurer and accountant to prepare a comprehensive annual budget for Board approval.
- In conjunction with the Board, develop an annual workplan and budget that incorporates goals and objectives that work towards the strategic priorities of the organization and the long-term economic sustainability of the organization.

- In conjunction with the Board, draft policies for the approval of the Board and prepare procedures to implement the organizational policies.
- Monitor GCC activities to ensure the expectations of its clients, partners, Board and funders are met.
- Oversee the efficient and effective day-to-day operation of the organization.
- Maintain record keeping, database management and GIS oversight, and ensure that Board business files are securely stored.
- Support the Board by making logistical arrangements for meetings, preparing and distributing meeting agendas and supporting materials.
- Monitor the delivery of the projects of the organization to ensure effective delivery and report back to the Board and funders as required.
- Determine consulting requirements for organizational management and project delivery, in conjunction with the Board.
- Recruit, interview and select consultants and contractors that have the right technical and personal abilities to help further the organization's mission. Seek input from Board where appropriate.
- Establish a positive, healthy and safe work relationship in accordance with all appropriate legislation and regulations.
- Implement a performance management process for all consultants.
- Communicate with members, partners and stakeholders to keep them informed of GCC programs and activities.
- Engage GCC members to solicit interests, concerns and strategic priorities of the GCC and identify ways they might contribute directly to achieve the organization's goals.
- Establish and maintain good working relationships and collaborative arrangements with groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Identify and advise the Board regarding risks to the organization's people (clients, consultants, directors, and volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Work with the Board to ensure that both the Board and organization carries appropriate and adequate insurance coverage.
- Work with the Board to ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

### **Personal Qualities**

You are energetic and highly organized; honest and trustworthy; respectful and diplomatic; and possesses cultural awareness and sensitivity. You continually demonstrate sound work ethics.

### **Required Qualifications**

- Exceptional written, verbal and visual communication skills.
- Demonstrated fundraising abilities.
- Ability and willingness to travel.
- Strong interpersonal and administrative skills.
- Experience using MS Word, Excel, PowerPoint and managing databases.
- Experience, analyzing and/or interpreting data.
- Ability to work as part of a team and lead that team when required.
- Ability to diagnose, analyze and solve problems.
- An interest in grasslands and a knowledge and understanding of GCC's goals and objectives.

### **Preferred Qualifications**

- Conservation or environmental management experience.
- Familiarity with and interest in fundraising methods.
- Experience with working for non-profit organizations.
- Basic GIS skills.

Visit the Grasslands Conservation Council of B.C. website ([www.bcgrasslands.org](http://www.bcgrasslands.org)) for more information on this opportunity.

Apply by **March 15, 2021** by forwarding your resume and cover letter via email to the Grasslands Conservation Council Search Committee Chair Ian Barnett at: [ianmmbarnett@gmail.com](mailto:ianmmbarnett@gmail.com). Include "General Manager" in the subject line. Please provide an indication of your salary expectations in the cover letter.

We thank all applicants for their interest in the Grasslands Conservation Council of B.C., however only those applicants selected for an interview will be contacted.