



## Executive Director

The Friends of Kananaskis Country (FKC) is a federally-registered charity incorporated under Alberta's Society Act. It has a small but dedicated staff, a committed volunteer Board of Directors and hundreds of passionate, caring volunteers working collaboratively to keep Kananaskis Country's natural and cultural heritage available for future generations.

Are you passionate about Kananaskis Country and want to utilize that passion through your work? If so, FKC currently has an exciting opportunity as we are currently looking for an **Executive Director** (ED) to lead the organization. Along with your love of the outdoors you bring experience in leadership, staff management, organizational development, financial management, partnership development, fundraising, strategic planning as well as community and public relations.

As ED, you will report to the Board of Directors and your responsibilities include the day-to-day operations of FKC, overseeing of staff, coordination of volunteers, building relationships with partners, and moving the Strategic and Business Plans forward.

**Key Accountabilities** of the Executive Director include, but are not limited to:

- **Leadership** of the FKC staff complement by providing support to attain key performance goals and development of opportunities for work-related education, advancement, and growth.
- **Operational Management** through the development of the Operational Plan which aligns with the strategic vision, mission and values of the organization, day to day management as outlined in Bylaws, policies, legal and contractual obligations. Develop, enforce, and clarify policies and procedures in accordance with applicable legislation.
- **Volunteer Coordination** through the recruitment, training, stewardship and celebration of FKC volunteers
- **Fundraising, Communication, Development, and Marketing** of FKC by interfacing with the FKC Board of Directors, partner organizations, government agencies, volunteers, donors, and other groups.
- **Fiscal Responsibility** achieved by overseeing the fiscal affairs of the organization to ensure that assets are properly preserved and utilized, and that adequate control and reporting procedures are in place.

## Position Requirements

As the ideal candidate, you will possess proven experience leading a performance and outcomes-based program or organization, preferably in a non-profit setting. Your experience, skills and other qualifications include:

- A university degree in a related field or equivalent experience.
- Excellent organizational management with the ability to manage staff, set and achieve strategic objectives, and manage a budget.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Strong fundraising and community outreach experience.

- Ability to engage and work effectively with a wide range of stakeholders: donors, partner organizations, Government agencies, volunteers, members.
- Ability to prepare and communicate performance reporting and strategic recommendations.
- Ability to prepare grant-related applications and reporting.
- Experience managing and planning volunteer programs.
- Self-directed, able to work with a high level of autonomy.
- Ability to maintain an organizational culture that attracts, retains, and motivates staff, volunteers, and donors.
- Assets include past success working with a Board of Directors along with management and working on trail stewardship programming.

### **Job Details**

This is a permanent full-time position. Compensation is commensurate with experience. Benefits of working with FKC include paid vacation, flexible work schedule, use of FKC vehicle, free on-site parking, and casual dress code.

This position works a hybrid model, with requirements to be in person at the Canmore office and on K-Country trails.

### **How to Apply**

If you're the perfect candidate for this position, please tell us why by providing your resume and cover letter to [ed@kananaskis.org](mailto:ed@kananaskis.org) and [wendy@kananaskis.org](mailto:wendy@kananaskis.org)

The deadline for application is **April 3, 2023**.