

Executive Director

Cowichan Trail Stewardship Society (CTSS) is seeking a part-time executive director. Hours of work are variable, flexible and will be determined by the skill set of the successful applicant and integration with existing staff and volunteers. The job expectations can only be met by someone skilled at delegation and oversight. Pay rate will be commensurate with experience. Preferred start date is mid-June to allow an overlap period with the outgoing Executive Director.

The purpose of the society is to construct and maintain mixed-use (hiking and biking) trails that are sustainable from an economic, environmental and social perspective within the working forests of the Cowichan Valley. CTSS operations are growing and so is the role and expectations of its Executive Director.

Applications:

Send a cover letter and resume in PDF format outlining your interest and qualifications to the email address below. Applications must be received by May 31, 2022. We thank all applicants for their interest but only those selected for an interview will be contacted.

Rick@cowichantrails.ca

Key skills and experience:

- working in a leadership position in a not-for-profit organization or business,
- delegation and oversight of subordinates
- active in mountain biking and hiking,
- recognizing, understanding, anticipating and resolving problems
- implementing workable solutions and strategies
- knowing the boundary between governance and operational matters
- promoting collaboration and commitment to attain common goals.

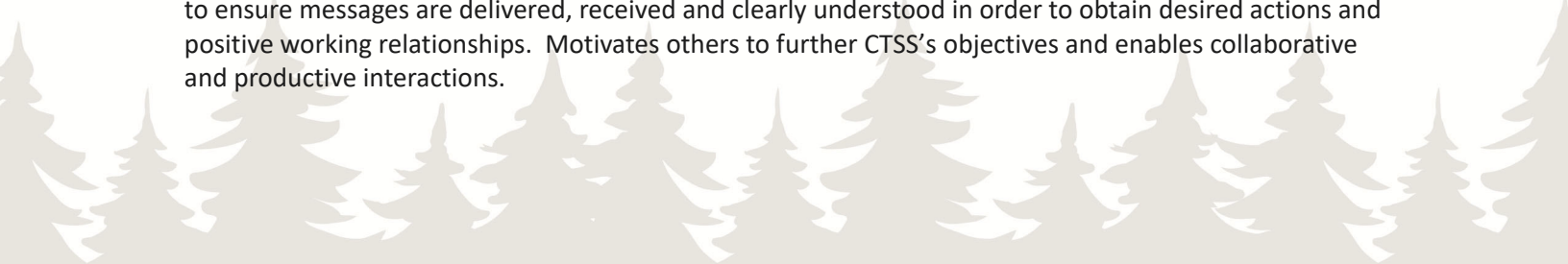
Key expectations:

Administration and Management

Manage and/or perform the organization's administration tasks and financial matters. Develop and maintain policies and procedures, set annual goals, monitor activities towards goals, initiate correspondence and respond to correspondence, maintain filing system and Google Drive. Develops budgets, identifies grant opportunities and prepares applications, approves expenses, pays bills, reviews monthly reports for accuracy, compares actual results to budget and explains variances. Prepares board agendas, attends evening board meetings and records minutes.

People Management and Leadership Attributes

Interpersonal skills focusing on the ability to manage self, others and lead teams to achieve goals. Effectively converses with board members, funders, membership, trail staff and other interested parties to ensure messages are delivered, received and clearly understood in order to obtain desired actions and positive working relationships. Motivates others to further CTSS's objectives and enables collaborative and productive interactions.



Management of Community Relationships

Working with community means more than building trails; it means working with stakeholders to ensure broad success of the community at large and buy in from the surrounding community. The ED will engage and develop rapport with local governments, tourism organizations, individuals and other stakeholders to facilitate successful outcomes for the hiking and biking community. The ED will provide polite, courteous and friendly interactions with people.

Build a Strong and Stable Organization

A strong and stable organization means that the CTSS brand is recognizable, revenues are diverse and stable, membership is increasing. The ED will develop activities to advance the position of CTSS as the key trusted advisor for trail development. The ED will advocate for hiking and biking trails and will be proactive in bringing together the hiking and biking communities through collaboration and cooperation. They will develop and present a communication strategy to attract membership and will diversify the revenue streams through grants, sponsorships and fundraising. They will manage and develop volunteers.