



## **Job Posting (Part time - 24 hrs./week) Executive Director, Ontario Woodlot Association**

### **Position Description:**

The Ontario Woodlot Association (OWA) is a non-profit organization representing woodlot owners in Ontario. The mission of the OWA is to promote the importance of private woodlands to all Ontario citizens, and to provide sustainable forest management information to its members and the public. Members of the Association are primarily woodlot owners, but also include anyone who shares our enthusiasm for healthy, productive woodlots.

### **Position Expectations:**

The Executive Director is a part time position that reports to the OWA Board of Directors and works with the Executive Committee in undertaking the responsibilities of the overall management and day to day operations of the organization. This position will assist with the development, implementation and evaluation of OWA's annual work plan and provide leadership for OWA in accordance with plans and priorities approved by the OWA Board of Directors. The Executive Director is responsible for the supervision of the Office Manager and the operation of the head office in Kemptville. The option does exist for the successful candidate to work out of a home office. Participating in Board meetings, organizing the OWA AGM, and representing the organization as required by the Board will also be part of the duties. Some travel is expected. All business-related travel expenses are covered by the OWA.

Specific responsibilities include:

- Assisting the Executive Committee and Board in maintaining a strategic and highly relevant focus in short-term and long-term planning of work programs.
- Assisting and providing guidance to the 5 committees to implement programs.
- Helping develop responses to government regulations and policies which affect woodlot owners.
- Carrying out day-to-day program activities of the Association.
- Serving on and facilitating delivery items at the discretion of the OWA Committees.
- Leading projects on specific issues as directed by the Board.
- Helping to maintain, retain and grow the membership of the Association.
- Playing a key role in providing a public voice for the Association.
- Helping to maintain continuity in OWA affairs and other duties as assigned.
- Relating to government officials re information, promotion and funding.

**Core Skills and Qualifications Required:**

- Demonstrated communication skills; both orally and in writing.
- Strong leadership ability and experience in managing organizations, agencies, business ventures or not for profit associations, preferably in the field of resource management, such as but not limited to forestry
- Proven financial management skills and the ability to pursue additional funding sources for revenue diversification and fund raising that would lead OWA to future financial sustainability
- Proven skills and experience in developing and maintaining strong networks and building partnerships within industry and government.
- A minimum of 5 years demonstrated experience in resource management
- A self-starter and demonstrated proof of taking continued initiative in complex issues and seeing them to a positive outcome.
- Strong familiarity with web-based computer applications and experience with Microsoft Word and Microsoft Excel software.
- Demonstrated project management and administrative skills.

**Assets:**

- Has graduated from an accredited University or College with a diploma or degree in forestry, biology or agriculture.
- Has progressively responsible experience in forestry.
- Has knowledge and familiarity with social media platforms and approaches.
- Successful grant writing experience.

**Salary:** \$ 37.00 per hour for 24 hours per week

**How to Apply:**

In a covering letter, please detail how your skills and qualifications match the requirements of the position described. Send the covering letter, application/resume to Paul Robertson, President, OWA, at [paul@treesunlimited.ca](mailto:paul@treesunlimited.ca) by March 31, 2020. Only those who will be interviewed will be acknowledged. Start date May 2020. There is no term commitment, contracts are renewed annually at the Board of Directors discretion.