



## **Managing Director - Canadian Federation of Forest Owners (CFFO)**

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The Canadian Federation of Forest Owners (CFFO), located in Ottawa, Ontario, is a national federation of forest owners promoting economic and social interests in sustainable management by representing views through a united national voice. For more information, visit [www.forestowners.ca](http://www.forestowners.ca)

### **The Opportunity**

Reporting to the Board of Directors, the Managing Director is responsible for developing and implementing a strategy that promotes the economic and social interests of thousands of forest land owners across Canada. This is a half-time position supported by a number of consultants and foresters, as well as by grassroots / member-based organizations. Our current Managing Director is retiring and will remain on as needed to facilitate this transition.

### **Key Accountabilities:**

- Oversee the efficient and effective day-to-day operation of the organization.
- Take initiative on multiple files using strategic direction provided by the board.
- Manage media requests, be the primary spokesperson for the Association.
- With the Board of Directors, develop and implement an organizational strategic plan.
- Work with staff and Board to prepare a comprehensive annual budget, pay funds, administer funds in compliance with budget and provide timely financial reports, this includes corporate registry, by-laws, administration of the bursary program, and insurance.
- Develop briefing materials on key issues and recommend and implement courses of actions.
- Lead monthly board meetings, developing the agenda, taking and reporting out minutes and ensuring follow up of actions.
- Oversee CFFO's AGM, including reporting, setting agenda, inviting guests.
- Lead member outreach including calls, meetings, communications, collection and management of dues.
- Represent CFFO at conferences, round tables and stakeholder or government-led meetings.
- Ensure effective operation of CFFO and that it meets member expectations.
- Develop strong positive and productive relations with federal government departments and key staff to ensure CFFO's voice is heard on policy and/or regulatory issues that may impact private managed forest land owners.



- Meet with elected officials on a regular basis to promote awareness and understanding of CFFO's members' interests.
- Support the development of an annual communications strategy and ensure its effectiveness and delivery.
- Develop and maintain professional and productive relationships with other relevant industry organizations.
- Identify, evaluate, and mitigate risks to the organization.

#### **Selection Criteria**

- 10+ years experience in the forest sector, preference given to registered professional foresters or biologists.
- A strong understanding of the private managed forest sector in Canada, including relevant government policy.
- Ability to speak and write in both of Canada's official languages is an asset.
- Excellent public speaking skills are required.
- Strong financial acumen and project management.
- Strategic ability to collaborate, network, negotiate and identify organizational opportunities.

#### **Other Details**

- The position is currently located in Ottawa. Preference will be given to candidates in that region or within close proximity (driving) to Ottawa.
- Salary and benefits will be commensurate with experience.

#### **To Apply**

To apply please submit your cover letter and resume to [info@forestowners.ca](mailto:info@forestowners.ca) by October 8, 2021. Use 'Managing Director Application – YOUR NAME' in the subject line.

We thank all applicants for your interest, however only those candidates selected for interviews will be contacted.