



## **Executive Director Job Posting**

Wagner Natural Area Society (WNAS) is an environmental nonprofit organization, registered in 1982 under Alberta's *Societies Act*; registered federally as a charity; holds a provincial Recreational Lease authorizing management of nature-oriented recreation and education; holds a Water Licence safeguarding water for its natural state; and is a provincially designated Volunteer Steward.

The Society's objectives are:

- to protect, maintain and preserve the Wagner Natural Area;
- to conserve and monitor the area's biological diversity;
- to develop and deliver educational and outreach activities and events;
- to facilitate and collaborate on scientific research on the natural area; and
- to develop financial, technical and human capacity of WNAS to ensure its long-term ability to Steward.

### **Position Description:**

The WNAS is soliciting applications for a new Executive Director position. The role of the Executive Director (ED) will be to undertake strategic coordination and day-to-day management of WNAS business, help implement Board initiatives and pursue funding options toward a sustainable operations plan.

The ED position is a part-time job with elements that pertain to each of the three pillars of our objectives: site management, research and monitoring, and public education and outreach. These three pillars are essential for conservation of Wagner Natural Area by ensuring that we have:

- a structured approach to the protection of the natural area (maintenance of infrastructure, facilities and trails for safe use of visitors and prevention of incursions),
- science-based biodiversity studies (strengthening accuracy of documentation), and
- publics informed about and who care about the survival of this environmentally significant area (reinforcing community engagement).

The ED reports to the Board of WNAS.

### **Key Position Activities:**

- Assist with the day-to-day function of WNAS, including overseeing communication within the Board and with members and publics, implementing program delivery for environmental education, overseeing site management and strategic weed management, as well as networking with external affiliated organizations, including municipal, provincial and federal governments.
- Help develop sustainable revenue streams, with an emphasis on charitable nonprofit grant applications leveraging donor and foundational support for staff positions and WNAS activities.
- Contribute toward capacity building of the Society's volunteer cohort through creative training and coordination, with an emphasis on site management.
- Help modernize the daily digital management of WNAS and archival retention of Society records.



### **Candidate Qualifications and Experience:**

- Strong background and experience working in environmental conservation or management, natural resource management, or related environmental fields.
- Awareness of environmental/community association funding agencies and opportunities in Alberta and demonstrated fundraising skills.
- Knowledgeable of environmental and public lands issues related to the conservation of protected areas in Alberta and familiarity with management of environmental organizations reliant on volunteer supporters.
- Familiarity with biodiversity and environmental research practices and data management is a key asset.
- A self-starter who welcomes the challenge of promoting environmental conservation and communicating with a diverse range of stakeholders.
- Ability to communicate effectively through written and oral media, including formal letters, emails, and a working knowledge of digital media platforms.
- Familiarity with the Wagner Natural Area and the Wagner Natural Area Society is an asset.
- Residency within Parkland County or the Edmonton Capital Region is essential to facilitating ability of the successful candidate to undertake on-site monitoring and site management activities periodically.
- Familiarity and experience with hand tools, including powered ones, typical of trail maintenance in a forested habitat would be an asset.

### **Term:**

The Executive Director position is contracted annually. We anticipate a start date on or before April 1, 2025. The initial contract term will be from the date of hire to December 31, 2025, with the option to renew, for subsequent years, subject to review. The term of each subsequent contract will be January 1 to December 31.

### **Remuneration:**

The Executive Director will be hired under a contract for part-time work averaging up to 15 hours per week, with remuneration of \$25,000 (CAD) per annum payable in monthly installments. Benefits are not provided.

### **Position Location:**

The Executive Director is expected to work from a home office and supply their own required materials (e.g., computer, phone, software, etc.), unless otherwise determined by the WNAS Executive.

### **TO APPLY**

Applicants must submit their resume, contact information for three references, and a cover letter describing in detail how their past experiences qualify them for the position and why they want the position. Applications must be submitted electronically to the Wagner email address: [info@wagnerfen.ca](mailto:info@wagnerfen.ca). Application review will begin on March 1, 2025, with the position remaining open until a suitable candidate is found.