

Cowichan Estuary Nature Centre CENC Managing Director Job Description

The Cowichan Estuary Nature Centre (CENC) fosters estuary stewardship by providing inspiring educational experiences, supporting restoration efforts, and engaging the community in the interconnectedness of land, water, and marine life.

The Nature Centre engages people of all ages in hands-on learning and watershed restoration opportunities to connect with and care for the Cowichan Estuary, and the Cowichan and Koksilah watersheds that meet at the estuary, in ways where they can fall in love with this special ecosystem and feel interconnected with the natural world. The CENC believes that these experiences motivate people to share their love and knowledge, and to act to care for and protect natural ecosystems here and throughout the Cowichan Valley.

The CENC Managing Director furthers this mission by providing leadership while working in collaboration with the CENC Board and staff.

Job Responsibilities

Fundraising and Community Engagement

- Work in collaboration with the board of directors to develop revenue, earned and philanthropic, that support's CENC's operations.
- Support the Board in its fundraising endeavors.
- Research new funding opportunities.
- Write grant applications and grant reports to funders.
- Review and contribute content to CENC's website, newsletters, print and online advertising and social media, brochures, press releases and other materials.
- Work in collaboration with staff and the Board to ensure that CENC is represented at relevant events to engage the community and raise the Nature Centre's profile.

Planning & Leadership

- Work collaboratively with the board of directors to implement the strategic plan.
- Ensure CENC's constitution, bylaws, and policies are provided to and understood by CENC's board, staff, and volunteers.
- Support the Board Chair and collaborate to ensure board meeting are effective.
- Lead the Board and staff team in ensuring CENC programs are designed, delivered, and evaluated to continue to meet the needs of participants and remain consistent with the CENC's purposes, mission, vision, and code of conduct, and support the staff team in ensuring programs are delivered in a safe and quality manner.

Finances & Operations

- Create and manage the annual budget for approval by the Board.
- Oversee the day-to-day operations of the Nature Centre.
- Direct, supervise and work collaboratively with staff.

- Work with the CENC's Treasurer and bookkeeper to ensure accurate and timely bookkeeping, and accounting.
- With the Treasurer ensure the board receives current financial statements throughout the year.
- Prepare the annual Financial Report for review and approved by the Board prior to presentation at the CENC's AGM.
- Ensure required statutory reporting is completed and CENC records are complete and appropriately stored.
- In collaboration with the board, recruit, interview, hire and orient new staff.
- Develop and keep up-to-date job descriptions, employment agreements and contracts.
- Ensure completion of regular staff performance reviews.

QUALIFICATION REQUIREMENTS

The ideal candidate will have:

- An undergraduate degree or diploma in Public/Business Administration or related field.
- Minimum three years of directly related experience.
- Ability to establish and maintain effective working relationships with other staff, the Board of Directors, volunteers, general public, and other user groups.
- Experience creating and managing a budget.
- Direct fundraising experience.
- Demonstrated strong and up to date computer/data entry skills, including Microsoft Office applications (Word, Excel, Outlook).
- Effective organizational skills and the ability manage multiple projects congruently.
- Excellent written and oral communication skills.
- Ability to work with minimal or no supervision and exercise independent judgment and a high degree of confidentiality.
- Good working knowledge of the local community.

TERMS

This role allows for a flexible working arrangement, and the Cowichan Estuary Nature Centre encourages employees to create schedules that suit both their preferences and the organization's requirements. This is a hybrid, part-time 20 hours/ week contract position with the opportunity to grow it into a permanent position. The salary range is \$35-\$40 hour. The contract is a 1-year, with a 3-month probation period with the possibility of renewal.

To be considered for this opportunity, please submit your cover letter and resume to info@cowichanestuary.ca.

The Cowichan Estuary Nature Centre is committed to fostering an inclusive and diverse workforce that reflects the vibrant community we serve. We embrace diversity and strive to create an inclusive environment where all individuals feel valued and respected. We welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in our mission to nurture estuary stewardship.

