

## **Executive Director**

**We're looking to welcome a new team member to support a diversity of innovative programs under the MCFC**

**POSTING CLOSES WHEN POSITION IS FILLED**

The Medway Community Forest Co-op (MCFC) is Eastern Canada's first community forest based in the rural community of Caledonia, Nova Scotia. Our primary aim is to support local communities through sustainable and ecologically-based forest management. The MCFC sustainably manages a 15,000-hectare Crown Land license area using practices that reflect ecological and multi-value forest management.

The MCFC actively promotes a governance structure founded in transparency and community participation in the development of our forest management practices. Through sustainable management and public engagement, the MCFC is developing a structure that supports rural economic growth while providing new forest-based opportunities for the local community, including forestry education, recreation amenities and value-added wood production.

The MCFC portfolio includes two additional initiatives that relate to the long-term stewardship of privately owned woodlands through the Nova Scotia Working Woodlands Trust, and the management of a program to protect hemlock forests from Hemlock Woolly Adelgid (HWA) through chemical control applications.

The Nova Scotia Working Woodlands Trust (NSWWT) aims to uphold the long-term stewardship of working woodlands in Nova Scotia by placing easements on private woodlands. The NSWWT is preparing to formally launch in 2023, and needs strong leadership to help build a network of private woodlands and pilot one of the first aggregated forest carbon project in Eastern Canada.

The MCFC is currently working to develop a four-year hemlock conservation initiative in collaboration with the Nova Scotia Department of Environment and Climate Change. Oversight of the project will be through the MCFC ED along with a contracted coordinator, and will offer outreach, education and training, as well as deploying and coordinating chemical treatment teams.

### **THE POSITION:**

The MCFC and NSWWT are working in tandem to recruit a new Executive Director to serve both organizations. The Executive Director (ED) is responsible for the successful leadership and management of the MCFC and NSWWT according to the mission and objectives set by the membership and the strategic direction set by the Board of Directors (BoD) for each organization.

### **PRIMARY DUTIES INCLUDE:**

#### ***Leadership and governance***

- Participate with the Boards of Directors (BoD) for the MCFC and NSWWT in developing a vision and strategic plan with long-term goals and objectives to guide the organizations.
- Foster effective teamwork between the BoD and the ED and between the ED and staff.
- Identify, assess, and inform the BoD of internal and external issues that affect the organization and act as a professional advisor to the BoD on all aspects of the organization's activities.
- Oversee the development of programs and projects (e.g. HWA) including business planning, implementation and evaluation of the organization's programs and services to support the strategic directions of the organizations.
- Lead relations with the Department of Natural Resources and Renewables in negotiations, funding, administration and other activities related to the MCFC Crown land License Area.

### ***Forest Management (MCFC)***

- Provide oversight to ensure all forestry operations are undertaken effectively, and management of the license area is reflective of MCFC mission and objectives.
- In coordination with the General Manager, support development and updates to the MCFC Management Plan.
- In coordination with the General Manager, oversee the administration of tenders and contracts related to all forestry activities.

### ***Nova Scotia Working Woodlands Trust***

- Oversee the development and execution of landowner engagement, marketing campaigns and NSWWT's land acquisition strategy.
- Engage and facilitate working sessions with woodlot management partners
- Participate on the Family Forest Network Steering Committee, or work with the Land Trust Manager to ensure participation.
- Provide oversight for the development of legal agreements and contracts.
- Engage with carbon developers and develop the framework for a carbon pilot project.

### ***Hemlock Conservation Program***

- Ensure treatment rollout each year to meet set targets for protected area hemlocks.
- Provide oversight on the hiring and training of strike team crews and the Hemlock Heroes Volunteer Program.
- Oversee outreach and education initiatives and events to ensure MCFC branding/alignment.

### ***Human resources, financial planning and community relations***

- Supervise staff deliverables and provide support with work planning.
- In coordination with Managers, execute project management for all consulting contracts and provide oversight for the execution of smaller grant-based projects.
- Determine staffing requirements for organizational management and program delivery in consultation with the BoD Executive Committees.
- Oversee the implementation of human resource policies, procedures and practices, and the development of job descriptions and contracts for all staff.
- Establish a positive, healthy, innovative and safe work environment in accordance with all appropriate legislation and regulations.
- Work with the BoD and its committees to develop annual budget, sound bookkeeping and secure adequate revenue (and funding where necessary) for the annual operation of each organization.
- Maintain and establish good working relationships and partnerships with a variety of stakeholders to help achieve the goals of the organizations.
- Organize and facilitate AGMs, special meetings of the membership and stakeholder meetings as required.
- Oversee the annual outreach program, including newsletters, in-person events, and social media and help with execution as required.

## **EDUCATIONAL & EXPERIENCE REQUIREMENTS:**

### *Mandatory Qualifications:*

- Relevant University degree in natural resource studies, forestry, environmental studies, biology or similar.
- At least 3 years of relevant experience in management/leadership role.
- Familiarity with the principles of ecological forestry, forest carbon offsets and private woodlot management.
- Nova Scotia Class 5 Driver's license or equivalent.

### *Preferred Qualifications:*

- Strong preference for individuals with some experience working in the forestry sector on Crown lands and familiarity with applicable acts, regulations and special management practices.
- Experience with land acquisition, conservation easements or similar private land protection mechanisms.
- Experience managing budgets of at least \$250,000
- Experience managing staff and fostering a collaborative team environment.

### *Preferred Knowledge and Skills:*

- Knowledge of software including Microsoft 365 and database/project management and human resources programs.
- Strong interpersonal and communication skills.
- Exceptional reasoning, problem-solving and analytical skills.
- Alignment with the vision and mission of the MCFC and NSWWT.

## **ADDITIONAL INFORMATION:**

**Compensation:** Salary will be commensurate with experience, starting at \$75,000. Compensation is based on a 37.5-hour week, will include occasional evening and weekend work.

Other benefits include:

- Cost share on a health benefits package or annual health care spending account
- Annual work gear/clothing allowance
- 3 weeks paid vacation and 11 paid holidays
- Compensation for mileage incurred during work duties
- Cell phone allowance
- Annual professional development budget

**Location:** The Executive Director will be required to work part-time (40-60%) at MCFC office in Caledonia, with flexibility to work remotely. There will be some fieldwork opportunities on the MCFC license area in Annapolis Co, NS, and in various NS protected areas on HWA work.

**Start Date:** The position will commence in early May or when a suitable candidate is identified.

**Submission:** To apply, please forward your resume and cover letter to [info@medwaycommunityforest.com](mailto:info@medwaycommunityforest.com). Applications must be submitted electronically as a single PDF and will be accepted until the position is filled.

The MCFC and NSWWT are equal-opportunity employers and encourage applicants from a diversity of backgrounds or who self-identify as part of an underrepresented group to apply. We thank all applicants for their interest, however only those selected for an interview will be contacted.