



Athabasca Watershed Council

Dec 2020



Job Description for an Executive Director Position (updated Dec 29, 2020)

Position Description	Detailed Description
Position Title:	Executive Director
Classification	Full-time management position
Reporting	Reporting to the Board of Directors of Athabasca Watershed Council
Location	Town of Athabasca
Hours of Work	From Monday to Friday. Evening and weekend work and travel will be necessary in the performance of the duties of this position.
About the Athabasca Watershed Council (AWC-WPAC)	<p>Established in 2009, the Athabasca Watershed Council (AWC-WPAC) is a designated Watershed Planning and Advisory Council (WPAC) that works in partnership with the Government of Alberta to achieve the goals outlined in the Provincial Government's <i>Water for Life</i> strategy:</p> <ul style="list-style-type: none"> • Safe, secure drinking water • Healthy aquatic ecosystems • Reliable, quality water supplies for a sustainable economy.
Overall Role	<p>The Executive Director is responsible for developing and implementing strategies to help achieve:</p> <ul style="list-style-type: none"> • The three goals of the Water for Life Strategy • The vision, mission, mandate and strategic goals of the AWC-WPAC. <p>The Executive Director works with Federal, Provincial and Local governments, industry stakeholders, Indigenous communities, other stakeholders and the general public to build knowledge and a strong stewardship ethic to ensure the Athabasca Watershed is ecologically healthy, diverse and dynamic. This is accomplished through building and promoting effective collaboration, commitment, engagement, communication and the facilitation of open and respectful dialogue. The Executive Director plays a critical role in engaging stakeholders at the sub-watershed/sub-regional level, promoting environmental stewardship practices and the implementation of best/beneficial management practices, and communicating scientific information outcomes.</p> <p>The Executive Director's position includes leading planning initiatives such as an integrated watershed management plan (IWMP) to support in achieving the goals of the Water for Life strategy, participating in Provincially-led planning initiatives such as the development and implementation of regional and sub-regional plans. A systems thinking ability is required to champion the principles and practices of collaborative IWMP, working with a wide range of stakeholders, building relationships and following a consensus-based decision-making process.</p> <p>The position requires significant leadership skills in building the internal capacity of the AWC-WPAC to achieve its vision and goals; ensuring that the AWC is a fiscally responsible and sustainable organization; building clear governance to ensure that the AWC is credible and relevant to the priorities and needs of the stakeholders and communities across the watershed. This position also plays a critical role in supporting staff and stakeholders as plans are implemented, providing interpretation and problem-solving as issues arise.</p>



<p>Specific Responsibilities</p>	<p>The Executive Director will carry out a variety of activities that support the administration and operations of the Council. Duties will include, but will not be limited to:</p> <ul style="list-style-type: none"> • Ensuring ongoing program excellence, consistent quality of finance and administration, contract management, communications, and community partnerships; • Planning, implementing and evaluating program components so as to measure successes that can be effectively communicated to the board, funders, and other constituents; • Working with the Board Chair to support Board administration, including Board and Committee meetings; • Working with the Board and its Standing Committees as required to develop and/or implement any Board-approved decisions, policies or programs • Building relationships with stakeholders from various sectors in the watershed to encourage their involvement and support; • Preparing, updating and posting content on the Council's web site, Facebook and other social media; • Recruitment of new employees, their orientation, performance management, employee relations, training and development and general support in accordance with the organization's policies, processes and procedures; • Attending Board and Committee meetings; • Promoting, representing, advocating and acting in accordance with the direction of the Board; • Conveying the messages of the AWC as contained in its Vision, Mission and Values, Bylaws, Terms of Reference, Communications Plan, and Board-approved policies, decisions, and messages; • Administering the financial management of the AWC, including budgeting, monitoring and reporting; • Leading the AWC through the processes of grant applications & reporting, • Preparing and implementing annual work plans; • Preparing and implementing multi-year strategic plans in conjunction with the Board; • Providing information and opportunities for Board development; • Maintaining the AWC office, including keeping records, and developing and/or maintaining resources and data bases; • Additional tasks as assigned.
<p>Qualifications</p>	<p>The position requires a post-secondary degree or diploma preferably in the environmental sciences or business management. Related experience and education may be accepted as equivalent.</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Experience in: <ul style="list-style-type: none"> ○ Working with multi-stakeholder groups; ○ Working with collaborative and/or consensus-based teams; ○ Working with non-profit organizations; ○ Working with and supporting governance boards. • Previous experience in project management, financial management, human resources, communications, fund-raising and/or community outreach is highly desirable. • Experience with social media supporting the work of an organization (e.g. Facebook, Twitter, Instagram etc.).
<p>Skills & Attributes</p>	<ul style="list-style-type: none"> • Ability to act with tact and diplomacy in dealings with the AWC Board, its general members and the public. • Ability to ensure the confidentiality of information of the AWC, its members, staff, and Board. • Self-motivated, with the ability to work independently with limited direct supervision. • Ability to supervise and direct staff in their duties. • Excellent time management skills. • Excellent written and verbal communication skills. • Willingness to travel on AWC duties. • Valid driver's license. • Good understanding of environmental issues.



- Proven ability to meet deadlines.
- Sound computer skills, including experience with e-mail, Internet, Microsoft Suite of products, and bookkeeping software.
- Has a clean criminal record check on file.