



Society Promoting Environmental Conservation
Practical solutions for sustainable cities

Job Posting - SPEC - Society Promoting Environmental Conservation

EXECUTIVE DIRECTOR

SPEC, one of Canada's oldest environmental non-profits with its 50+ year legacy of impact, is seeking an Executive Director. If you have passion for urban sustainability, climate action and justice, and experience with (or transferable to) non-profit management, we encourage you to apply for this key role on our team. We are a grassroots, collaborative and impactful organization with a strong community of supporters. This is an exciting opportunity for someone to join our committed team of change makers.

Job Title: Executive Director

Hours per month: 30 to 35 hours per week.

Compensation:

- \$57,000 to 67,000 annual salary
- Access to a health spending account for medical expenses.
- Three weeks paid holidays.

Contract Duration: Ongoing after 3 months of probation.

Work Location: SPEC office (2305 West 7th, Vancouver) and work from home.

BACKGROUND: SPEC is a non-profit, charitable and volunteer-driven organization, founded in 1969, and one of the oldest environmental non-profits in Canada. While much of our work aims to activate individual behaviour change, we also acknowledge and advocate for the societal and systemic changes that are required to meet the urgent and complex environmental challenges of today. With a focus on the Lower Mainland, we empower individuals and communities to build a greener, more just future through interactive programs and activities. Areas of work include food security, zero waste, renewable energy and protection of local land and water



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resources. We are looking to hire an Executive Director that will lead the organization into an exciting future.

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Together with the Board Chair, the ED provides leadership to the organization. Key duties include fundraising, marketing, staff and volunteer recruiting, partnership development and community outreach. The position reports directly to the Board of Directors.

WHAT THE POSITION OFFERS:

Exposure: You will work closely with a variety of people who share diverse expertise and interest in the field of sustainability and non-profit management. This includes staff, volunteers and partners. You will be able to develop and strengthen your network.

Impact: You will have a direct impact on the work SPEC does on the ground and how it supports its people, builds capacity, and evolves as an organization. You will be part of continuing the good work of one of Canada's oldest environmental non-profits.

Community: You will be part of a community of engaged, connected and welcoming people with shared goals and interests. Our community cultivates a sense of belonging that makes meaningful work even more rewarding.

GENERAL RESPONSIBILITIES:

1) Organization Mission and Strategy: Works with the Board of Directors and staff to ensure that the organization's mission is fulfilled through its programs, strategic planning and community outreach.

- Responsible for leading a team of staff and volunteers to implement SPEC's programs.
- Responsible for strategic planning to ensure that SPEC can successfully fulfill its mission.



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- Leads the development and nurturing of partnerships and opportunities.
- Ensures that SPEC is an equitable and inclusive space for volunteers, staff and members of the community.

2) Financial sustainability: Works with the Board of Directors to develop sufficient resources to ensure the financial health of the organization.

- Responsible for the fiscal integrity of SPEC through sound financial management and reporting.
- Responsible, with the Board of Directors, for reaching fund development targets and developing other resources necessary to support SPEC's mission.
- Leads or supports grant writing processes for various programs.
- Develops and implements donor stewardship strategies and fundraising initiatives.

3) Governance and relationship with the Board: Works with the Board in order to fulfill the organization's mission.

- Is accountable to an elected Board of Directors and leads the implementation of the organization's strategic direction, in collaboration with the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function effectively and to make informed decisions.
- Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Participates in and supports monthly board meetings (preparation, delivery and follow up on tasks from meetings).
- Other duties as assigned by the Board of Directors.

4) Operations: Oversees and participates in the daily operations of SPEC.



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- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operations.
- Hires, supervises, supports and collaborates with staff, including staff meetings, reviews, grant writing, and problem solving.
- Oversees marketing and other communications efforts.
- Responsible for processing monthly staff payments and producing financial documentation.
- Prepares and submits annual paperwork such as the societies annual report, and the CRA charity information report.
- Participates in working team meetings.
- Supports the planning and delivery of outreach events.

Qualifications:

- Minimum 5 years' relevant experience in a similar role.
- Post-secondary education in business/non-profit management, environmental studies, resource management, or other relevant areas.
- May consider alternate combinations of education and relevant work experience.
- Knowledge/training in environmental issues.
- Experience effectively working with a board of directors.
- Demonstrated budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational and administrative abilities including planning, delegating, facilitating team meetings, and program development.
- Ability to convey SPEC's vision to staff, board, volunteers and donors.
- Ability to think creatively and strategically.
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector.
- Experience and skills in recruitment and management of staff and volunteers.
- Strong written and oral communication skills.
- Strong public speaking ability.



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- Proficiency with Microsoft Office and Google Suite, and familiar with the use of work productivity platforms such as Slack, Asana, or others.

Personal attributes the successful candidate will possess:

- Transparency and integrity.
- Collaborative approach to working.
- Self-starting, energetic, values-driven
- Passion for driving change
- We conduct our work on the stolen lands of Coast Salish peoples, specifically the Squamish, Musqueam and Tsleil-Waututh, who have stewarded these lands and waters since time out of mind. We continually work to recognize the ways in which we personally, and as an organization, uphold or oppose colonial systems of oppression and how we can do better. With respect, we understand that Indigenous rights and environmental progress are inextricably linked.

As part of our dedication to diversity, equity and inclusion, SPEC is an Equal Opportunity Employer. Individuals seeking to apply to this role are considered without regards to race, ethnicity, color, age, sex, religion, national origin, ancestry, pregnancy, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, registered domestic partner status, caregiver status, or marital status.

Please forward your resume and cover letter quoting “Executive Director” in the subject line to admin@spec.bc.ca. The application deadline is January 21, 2022 but we will interview candidates on a rolling basis until we find the right fit for the job.

The position starts as soon as possible.

We thank all applicants for their interest in this position, however only those for further consideration will be contacted.