



Intervale Associates Inc.

PO Box 172, Doyles, Newfoundland and Labrador A0N 1J0

www.intervale.ca facebook.com/IntervaleAssociates

Position Available: Executive Director, Full-time

Job Location: Newfoundland

Start Date/Duration: April 1, 2025 (Negotiable)

Salary Range: Based on experience

Organizational Context:

Intervale Associates Inc. is a nonprofit organization, incorporated in Newfoundland and Labrador in 2004, with a mission to conserve biodiversity, interpret heritage, and promote the integrity of rural livelihoods. Based in western Newfoundland, the organization takes a community approach to the conservation of wildlife and recovery of species at risk (SAR). Programs focus on four themes: 1) recovery of terrestrial SAR; 2) reducing threats to marine SAR; 3) conserving wild Atlantic salmon populations and freshwater habitats; and 4) stewardship and education.

The organization attracts individuals who are passionate about Newfoundland and Labrador's rugged landscape and varied culture. Staff members are committed to Intervale's mission and community-based conservation, whereby projects generate benefits to small communities.

Intervale strives for an inclusive work environment and meaningful partnerships with Indigenous organizations. Staff manage their work from home offices and in the field and meet regularly.

Position Objectives:

Intervale seeks an Executive Director who will guide the organization through the next decade of conservation opportunities and impactful work. The Executive Director serves as CEO and reports to the President and Board of Directors. The Executive Director provides visionary leadership, shapes the strategic direction for programs and finance, and carefully manages the detailed budget. As the most senior manager in the organization, the Executive Director demonstrates strong organizational leadership and promotes a positive outlook.

The Executive Director possesses a commitment to the conservation of biodiversity and the ability to inspire people for impactful work. The Executive Director guides staff in building and managing programs and encourages a team spirit. The Executive Director maintains a long view for the well-being of the organization and its people and the integrity of its programs with respect to mission.

The Executive Director is a strong and frequent communicator, both oral and written, and a good listener, and is skillful at building and maintaining collaborative relationships with other groups.

In the early stage of employment, the Executive Director will spend significant time with the organization's Founder, who serves as President, and will acquire increasing responsibility as he or she advances through the seasonal cycle of activity.

Job Description: Key Tasks and Responsibilities

- Develop and implement strategic programmatic and financial plans to achieve objectives.
- Cultivate positive relationships with funders. Develop strategies to ensure financial sustainability. Secure multi-year, six-figure grants and contributions to support programs and staff.

- Manage budgets and finance for efficiency and accountability. Ensure compliance.
- Provide effective leadership to staff, fostering a collaborative and high-performance culture.
- Represent Intervale's mission and values to the public, partners, and stakeholders. Oversee the content and quality of print and digital messaging and information.
- Build and maintain effective partnerships with government agencies, academic institutions, organizations, and stakeholders to promote collaboration and synergy.
- Provide regular updates to the Board of Directors. Seek input. Maintain stability.
- Hire and supervise senior staff; oversee the hiring of other staff, interns, and consultants.
- Oversee procurement and the contracting of legal, fiduciary, IT, and insurance services to reduce risk, maintain security, and strengthen the efficiency of systems.

Education and Training: Advanced degree in a related field (preferred).

Requirements:

- Five or more years of leadership or management experience in the nonprofit sector, preferably in the conservation field. Solid experience in budgeting and financial management.
- Demonstrated proficiency in securing grants and contributions. Track record for successful program planning and management. Skill in cultivating partnerships with diverse groups.
- Strong written and spoken communication skills, adaptable to a variety of audiences.
- Computer proficiency and the ability to learn new systems and software.
- Commitment to nature conservation and community approach. General knowledge of conservation biology.

Salary range:

Compensation is commensurate with experience.

How to Apply:

Applicants should submit a letter summarizing their qualifications and potential contribution to Intervale, plus a resume and contact information for three references. Submit to careers@intervale.ca . Please use the words "Executive Director" in the subject line of the message.

Applications must be received by 5 PM Newfoundland Time on February 28, 2025. Early submissions are strongly encouraged, as decisions may be made on a rolling admissions basis.

While we appreciate all applications, only those selected for interview will be contacted.

We encourage all applicants to review our Facebook site (@IntervaleAssociates) before applying. Our website is undergoing revision but may be viewed at www.intervale.ca.