

Executive Director

The Organization

The Clean Annapolis River Project (CARP) is a charitable, non-governmental organization with a vision of an ecological healthy Annapolis River watershed. CARP is based in Nova Scotia's beautiful Annapolis Valley with offices in the restored Annapolis Royal Train Station. Its mission is to restore and protect the ecological health of the Annapolis River watershed through science, leadership and engagement. Since its creation in 1990, CARP has grown to be one of the most respected community-based environmental management groups in the region. The group has a proven track record of achieving meaningful environmental change through collaboration with local, regional, national and international partners.

Duties

CARP is seeking an energetic and creative innovator with entrepreneurial flair to take on the role of Executive Director. The Executive Director is responsible for the overall management of the organization under the direction of a volunteer Board of Directors. The specific duties include:

- ▶ Overall management of all of CARP programs and activities;
- ▶ Providing scientific and technical support of all of CARP programs and activities;
- ▶ Providing direct oversight of the financial operations of the organization;
- ▶ Responsibility for project and proposal development, implementation and management;
- ▶ Identifying and exploiting new opportunities consistent with the organization's mandate;
- ▶ Relationship building with government, partners, funders, members and key stakeholders;
- ▶ Promoting the organization to a wide diversity of audiences, and;
- ▶ Responding to inquiries from local, regional and national media.

Qualifications

The ideal candidate will have

- ▶ undergraduate or graduate degree in environmental studies, life sciences, resource management or related fields;
- ▶ five years experience in managing and leading diverse group of staff and volunteers in a not-for-profit environment, including working with a volunteer Board of Directors;
- ▶ a demonstrated commitment to environmental issues supplemented with a good understanding community environmental management;
- ▶ proven experience in financial management, ideally in a not-for profit, social enterprise;
- ▶ a successful track record of identifying, developing and cultivating diverse funding sources to achieve the strategic goals.
- ▶ demonstrated capacity to creatively use their skills in solving complex problems;
- ▶ superlative skills in clearing communicating complex information to a wide variety of specialized and lay audiences through all mediums;
- ▶ exceptional communications and media skills;
- ▶ experience in dealing with a wide variety of public and private sector agencies, and;
- ▶ a working knowledge of a wide variety of computer-based scientific and management tools.

Compensation and Time requirements

This is a full time, permanent salaried position based at CARP's offices in Annapolis Royal. Salary to be commensurate with experience, likely in the \$40,000 to \$50,000 range. Frequent travel local and regional travel is required, as well as, occasional national and international travel. The ability to work flexible hours, including occasional evenings and weekends is required.

Interested candidates should forward a resumé with four references by September 7, 2010 to:

Clean Annapolis River Project,
PO Box 395, Annapolis Royal, NS B0S 1A0
carp@annapolisriver.ca