Position: Executive Director  
Organization: Rocky Point Bird Observatory (RPBO)  
Location: Victoria, BC

Rocky Point Bird Observatory is seeking an Executive Director (part-time position).

The Executive Director (ED) is responsible for day-to-day administrative operations and oversight for the activities of RPBO. S/he will work closely with the RPBO Board of Directors to implement policies, programs, and RPBO's strategic plan, and will report to the RPBO Board of Directors. Day-to-day communication will be primarily with the Board executive (President, Vice-President, Secretary, and Treasurer). The first principle for the ED will be “What can I do to make this organization its most effective?”

The Executive Director shall be paid at the rate of $22 per hour of satisfactorily performed work, to a maximum of $16,170 (includes GST) for the term of the contract unless otherwise authorized by the RPBO President. The position will be funded primarily by grants and other funds secured by the Development Director, with assistance from the Executive Director. This will be a home-based position; however, field visits are also required.

The Executive Director will focus on the following priority areas, with the percentages showing the general balance of tasks. Different responsibilities will take priority at different times of year.

<table>
<thead>
<tr>
<th>Time</th>
<th>Main Duty</th>
<th>Sub-duties (examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Personnel Administration</td>
<td>Be responsible for administrative matters for all contractors and employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assist board in evaluation of employee performance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assist with payroll and related financial administrative matters</td>
</tr>
<tr>
<td>20%</td>
<td>Administration and Capacity Building</td>
<td>Manage Google calendar/reminders to keep programs and projects on track</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Support board committees, staff and contractors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide oversight for ongoing activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investigate professional development options for Board members, employees and contractors</td>
</tr>
<tr>
<td>10%</td>
<td>Communications</td>
<td>Manage internal and external communications as requested by board/committees/project leads</td>
</tr>
<tr>
<td>40%</td>
<td>Any other related duties as required by Board Directors/Committee Chairs or as initiated by the Executive Director.</td>
<td>Initiate procedures or programs to improve operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide assistance with a broad range of functions including fundraising, volunteer management, membership management and such other duties as may be identified</td>
</tr>
</tbody>
</table>
QUALIFICATIONS
Applicants will be initially screened against the experience, skills and abilities criteria and must clearly indicate how they meet these criteria in their application.

SKILLS and ABILITIES
Required:
- Strong leadership, communication, consensus-building, and staff management skills
- Demonstrated ability to work effectively with others and build and maintain professional relationships
- Demonstrated diplomacy in interactions with volunteers, staff, and the general public
- Proven organizational management experience, especially in a non-profit/charitable volunteer-based setting
- Excellent oral and written communication skills
- Knowledge of office administration and financial and personnel management procedures
- Strong computer skills - ability to use computers and modern office software and applications for administration and communication (e.g. Skype/Zoom/WhatsApp, online meetings)
- Demonstrated initiative and creative problem-solving
- Ability to follow and provide strategic direction
- Ability to think strategically and critically evaluate information
- Ability to multitask, oversee multiple projects, work within tight timelines, manage multiple deadlines and prioritize in a fast-paced environment
- Ability to work well independently

Assets:
- Knowledge of managing an incorporated society and/or registered charity
- Knowledge of facilitation, conflict resolution and negotiation techniques
- Knowledge of, and commitment to, bird conservation and monitoring
- Financial knowledge (including budget development, administration, and reporting)
- Ability in database development

EXPERIENCE
Required:
- Two years of recent (within 10 years) paid or volunteer experience, preferably working in non-profit and/or local government sector
- Experience working with teams and volunteers, coordinating and delivering programs or projects

Additional Preferred:
- Experience serving on, or working for, a Board of Directors
- Experience in strategic planning, preferably in the conservation field
- Experience in grant writing and management as well as revenue generation
- Experience with bird monitoring programs
- Preference may be given to candidates who have experience in one or more of the following:
  - leading an environmental non-profit organization
  - communication, outreach and education
  - fundraising

Personal Suitability
- Strong integrity, tact and sound judgment
● Respectful, polite, diplomatic and able to deal calmly with people in difficult situations
● Passion for conservation and/or birds

**Employment Conditions**
● willingness to work independently from home for much of the year
● a reliable mode of transportation to attend periodic meetings and visit work sites

**Application deadline**
Please send resumes to jobs@rpbo.org. We encourage applicants to submit as soon as possible as we reserve the right to offer this position to a well-qualified applicant before the deadline date.