OSOYOOS DESERT SOCIETY
Job Posting

MANAGING DIRECTOR

TITLE: Managing Director

ACCOUNTABLE TO: The President, Osoyoos Desert Society Board of Directors

AREAS OF RESPONSIBILITY

- Administrate the day-to-day operations of the Osoyoos Desert Society working within the policies and budget authorized by the Board of Directors
- Liaise with the Desert Centre Manager
- Manage the programs, projects and services of the Society

GENERAL OPERATIONS

- Represent the Society at community activities; network to foster partnerships within the community and prepare/deliver presentations
- Develop and maintain a volunteer coordination, recruitment and maintenance plan
- Hire and liaise with staff; including bookkeeper and Desert Centre Manager (and in concert with Desert Centre manager, the Desert Centre staff)

SUMMARY OF DUTIES:

FINANCE AND FUNDRAISING

- Secure funding through grants and donations to adequately finance and enhance the Society’s operations
- Monitor the budget, monthly cash flow, payables and receivables; Coordinate with the bookkeeper and Board Treasurer to ensure the Society complies with taxation and payroll legislation
- Foster long-term relationships with funders and donors
- Create fundraising plans including gala events such as Romancing the Desert
- Liaise with the Board, the Desert Centre Manager, staff and volunteers to implement fundraising events
- Recruit membership, monitor membership fees and promote membership donations

CONSERVATION AND RESTORATION

- Keep current your knowledge of the antelope brush ecosystem and its importance to the South Okanagan landscape
• Liaise with the Desert Centre Manager to implement habitat conservation and restoration projects and facilitate universities, governments, and conservation organizations to use the centre for habitat/wildlife related research
• Network with other conservation organizations, attend relevant meetings and provide support for related conservation initiatives

MARKETING
• Develop and implement a marketing plan including maintaining a quarterly newsletter, a membership database and posting current events and other topics on social media, Society website, general media

EDUCATION
• Liaises with Desert Centre Manager on the implementation of Desert Centre operations and projects
• Liaise with the Desert Centre Manager to plan educational events

REQUIRED QUALIFICATIONS
• Proficient in grant writing and fundraising
• Proficient in a Windows environment
• Proficient in social media, websites etc.
• Proficient in management, leadership and problem solving, motivated and self-directed
• Proficient with verbal and written communication
• Familiarity with the operations of nonprofit organizations
• Able to work a flexible schedule, with some weekends and evenings
• Knowledge of/education in/experience with conservation/restoration concepts, local habitat, and environmental issues
• Vehicle and valid driver’s license required

Clearly indicate which position you are applying for in your cover letter. Closing date for the Managing Director position is January 31, 2020.

Send applications marked “Confidential” - to:

Lee Mcfadyen, President, Osoyoos Desert Society
E-Mail: mariposaorgf@hotmail.com

Full job descriptions provided on request to above email address.