

**TITLE: EXECUTIVE DIRECTOR FINANCE**

**JOB OVERVIEW**

*As Executive Director Finance (EDF) you will oversee and ensure the financial aspects of the project are running smoothly and in accordance with the strategic direction set by the board of directors. The former Executive Director position has been split into two positions. The new positions, the Executive Director Finance (EDF) and the Executive Director Operations/Wildlife Technician (EDO) are expected to work jointly to coordinate shared tasks required to run the activities of the RCRW Society.*

The job accountability requirements of both the EDF and EDO will specify primary and shared tasks for each position. It is expected that there will be times when the accomplishment of primary tasks of one position will need the help of the other position. When this arises, the position that has the primary responsibility will lead the activities required to accomplish the tasks.

RCRW expects that the EDO and EDF positions will provide *oversight and support with regards to the planning and execution of capturing mountain caribou for the maternity pen, coordinating release and monitoring of released caribou and their calves.*

*This contract will run from [insert date] until [insert date]. Remuneration will be \$xx.00 per hour up to a maximum of \$xx,xxx (at which time the board must approve overruns). Travel expenses to be reimbursed at x\$0.xx/km and hotel and food expenses at standard government rates if applicable. No per diem will be offered while working at the pen, although food expenses will be reimbursed. Expected billable time to be more during the pre-capture & capture time while post release the hours may be reduced. Contractor will maintain their own computer equipment and software (Microsoft office and internet access), field clothing and footwear and personal avalanche safety equipment. Revelstoke Caribou Rearing in the Wild Society (RCRW) will provide communication, technical field and safety equipment (GPS, radios, SPOT, project phone, snowshoes). Additional project expenses to be reimbursed with receipts submitted to and reviewed by the treasurer.*

*Contractor shall report to RCRW board and the lead RCRW biologist.*

*Date Signed:\_\_\_\_\_*

*Contractor Signature:\_\_\_\_\_*

*Date Signed:\_\_\_\_\_*

*RCRW Treasure Signature:\_\_\_\_\_*

## ACCOUNTABILITIES

### Required Primary EDF Duties:

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Approve expenditures within the authority delegated by the Board and ensuring that sound bookkeeping and accounting procedures are followed. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization in conjunction with the RCRW Treasurer and bookkeeper.
- Work with treasurer to provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization and ensure that the organization complies with all legislation covering taxation and withholding payments.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage.
- Ensure Society documents and files are well organized and stored.

### Required Shared EDF/EDO Duties:

- Coordinate all activities conducted by the RCRW Maternity Pen, oversee and ensure operation of the project meets expectations of Board and Funders. Delegate activities if needed or possible and make monthly reports to the RCRW Board.
- Work with board to develop an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization. Work with Board to ensure governance documents, permits, job descriptions, protocols, policies, terms of reference, and society handbook are updated annually or as required and drafted where necessary.
- Foster effective communication between staff and the board. Maintain close correspondence with the Personnel Committee and Project Biologist. (*Work with the Board to determine staffing requirements and to establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations. Works with Personnel Committee to meet TOR's similar to those listed here*).
- Provide support to the board in the organization and administration of meetings as requested.
- Research funding sources, and write funding proposals to secure funds that are adequate for the continued operation of the project.
- Track volunteer and in-kind donations, and secure annual letters of support from stakeholders.

- Work with the Communications Committee to communicate with stakeholders to keep them informed of the work of the organization. Conduct official correspondence on behalf of the board or jointly with the board as appropriate.
- Maintain records of media and outreach activities, be a spokesperson where requested by the board, and assist the board in production and coordination of media and outreach products and activities.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

## **JOB REQUIREMENTS**

- Proficient in the use of firearms and/or other forms of deterrents such as hazing, pepper spray, etc and possess or be qualified to receive a valid Possession and Acquisition License (PAL)
- Valid B.C. driver's license
- Meet safety standards of Work Safe BC and hold a valid Level 1 First Aid certificate at a minimum
- Operation of a variety of equipment, including boats, snowmobiles, and ORVs
- Valid Canadian Pleasure Craft Operator Card (Boating License) is necessary
- Good physical condition
- Committed to follow established procedures and protocols