



Executive Director Job Description

Role Summary and Purpose:

Reporting to the Board of Directors, the responsibilities of the **Executive Director** span three broad areas including Fund Development and Growth, Communications and Operations Management. The Executive Director will lead Save Our Seine River Environment (SOS) toward achieving its mission based on the strategic vision of the Board.

Fund Development and Growth:

- Develop and implement a comprehensive fund development plan
- Develop and maintain a 'Case for Support' document
- Manage and drive individual giving and digital fundraising campaigns
- Research, identify and recommend grant opportunities from private foundations and government agencies that align with the organization's mission and vision
- Write, submit and administer grant proposals and applications
- Identify and solicit corporate sponsorships for events, programs and general operating support
- Shape and lead the grassroots and entrepreneurial spirit of the organization to identify new opportunities and drive growth
- Oversee and promote the organization to increase membership

Public Relations:

- Establish, develop and maintain strong relationships with diverse stakeholders, including the Board of Directors, committees, staff, volunteers, funders, government agencies, Indigenous communities, and other environmental organizations
- Apply strong communication skills to advance the organization's vision, including public relations, marketing, and media relations
- Foster and enhance communication with volunteers and community stakeholders
- Responsible for event-related media communications, the social media strategy, and newsletters
- Inspire and motivate staff and volunteers to build a strong sense of common purpose

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Operations Management:

- Responsible for effective day-to-day functioning and administration of the SOS virtual office
- Coordinate SOS team of staff, contractors and consultants
- Develop annual operational plans and coordinate the organization's annual calendar of critical dates
- Provide direction and oversight to program and project staff in the delivery of program activities
- Ensure that all service delivery is compliant with appropriate government regulations and legislation
- Responsible for the annual Summer River Team program that carries out various urban restoration and enhancement work including clean up of the Seine River and planting of native plants and trees

Qualifications:

The role requires a diverse set of qualifications, blending strong leadership, problem solving, strategic thinking, and an understanding of environmental issues faced by the Seine River Greenway.

Education and Experience:

- A university degree or college diploma in Environmental Science, Studies, or Conservation would be considered an asset
- A track record of successfully leading teams of varying sizes is essential

Core Competencies and Skills:

- Experience in building strong relations with community residents and organizations
- Enjoys interacting with others, genuinely likes being around people, and finds energy in social situations
- Ability to translate vision into actionable strategies and deliverables
- Demonstrated experience in fundraising, donor cultivation, grant writing, and securing diverse funding sources (individual donors, foundations, government).
- Financial management skills, including budgeting, financial planning, and oversight of financial operations would be an asset
- Understanding of biodiversity conservation, environmental policy, and current community challenges and opportunities related to the organization's mission would be considered an asset
- Genuine passion for environmental protection and sustainability

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