



## **Executive Director (part time) - Nature Newfoundland and Labrador (Nature NL)**

Nature Newfoundland and Labrador is a non-profit and charity promoting the enjoyment and conservation of wildlife and natural resources in the Canadian province of Newfoundland and Labrador. We are hiring an energetic leader to manage operations, support sustainable growth, communicate with and inspire our members and the public, and plan outdoor (e.g. interpretive hikes) and indoor (e.g. workshops, public talks) programs, and more. Reporting to the Board of Directors, especially the HR committee, the ideal candidate for this newly created position will be motivated, entrepreneurial, and flexible and will further develop the scope of work for the duration of their employment.

### **We're looking for someone who will:**

- Effectively manage the day-to-day operations of our organization;
- Craft persuasive and creative grant applications, letters, and outreach materials;
- Network and build partnerships with members, supporters, donors, and other organizations;
- Learn new technology quickly, and build/maintain databases and/or CRMs;
- Communicate effectively to a broad audience through social media and web platforms;
- Show off their love for NL conservation, wildlife, the outdoors, ecology, recreation, etc;
- Work independently with minimal supervision.

Post-secondary education in the natural sciences, business, journalism, computer sciences, or similar fields is an asset. The position is based in St. John's, NL; office space (shared with other organizations) is available, or the employee may work partially or fully from home, if desired.

### **We offer:**

Nature NL will initially support this position for 20 hours/week at \$30/hour for 20 weeks. Our intention, with the candidate's help in grant writing along with continued organizational growth, is to eventually have a longer-term, full-time Executive Director.

### **To apply:**

Please send a cover letter that includes why you would be a good leader for Nature NL (addressed to HR committee), along with a CV, to [president@naturenl.ca](mailto:president@naturenl.ca) by Sunday May 16th 2021, 8 pm Newfoundland time. The position is expected to start in June.