

Executive Director

Hours: 37.5 hours/week

Salary: Starting at \$77,000 - \$82,000

About YCS

Join the Yukon Conservation Society (YCS), a grassroots environmental non-profit organization established in 1968. Since then, we have gained a respected position of influence on environmental policy and education in the North by working with communities, First Nation governments, and diverse organizations to achieve many conservation victories in the territory. Our Board, staff, and volunteers are experts in their fields. We are committed to pursuing ecosystem well-being throughout the Yukon, and beyond, recognizing that human well-being ultimately depends upon fully functioning, healthy ecosystems.

Role Overview

As the Executive Director, you will spearhead the YCS, guiding our dedicated team in impactful environmental advocacy. This role offers the unique opportunity to shape our strategic direction, foster financial resilience through innovative fundraising, and cultivate meaningful relationships with diverse stakeholders, including First Nations, government entities, and the broader Yukon community. We are looking for someone adaptable, resilient and willing to learn and grow with our organization and community.

Key Responsibilities

Leadership and Strategic Direction (40%)

- Lead and inspire our team in implementing our strategic vision and enhancing organization capacity through high-level decision-making and organizational planning.
- Play a lead role in developing our strategic direction alongside our Board of Directors.
- Hire and manage staff to cultivate a dynamic and inclusive workplace.
- Oversee day-to-day operations of the organization.
- Maintain close connection with the Board of Directors.
- Ensure all members and stakeholders are informed about YCS activities and progress.

Fundraising and Financial Oversight (30%):

- Drive our financial strategy by securing necessary resources through grants, donations, and partnerships, including focusing on fundraising and donor relations and executing direct mail campaigns to support our mission.
- Work closely with our finance team to ensure the organization's robust fiscal health and accountability, which includes developing the annual budget, conducting financial reporting, managing projects that further YCS goals, and ensuring compliance with charitable status requirements.

Advocacy and Representation (15%):

- Champion YCS's environmental stances, engaging effectively with media, government forums, and public platforms. Your voice will guide public opinion and policy toward sustainable solutions.
- Direct the educational outreach on key YCS issues, including the oversight of newsletters, article creation, and speaker engagements, and collaborate with volunteers and staff to ensure a unified message and representation in all communications efforts.

Community Engagement and Partnerships (15%):

- Strengthen ties with First Nations and local governments, focusing on building meaningful partnerships and engaging in collaborative initiatives that extend our reach and enhance our influence on environmental policies and practices.
- Enhance relationships with community organizations and the broader public through targeted engagement strategies, ensuring our conservation efforts are amplified and supported by a vast network of allies and stakeholders.

Desired Qualifications

- Proven leadership in nonprofit, environmental advocacy, or a similar sector.
- Skilled in strategic planning, team management, and public communication.
- A track record of successful fundraising and financial management skills.
- Strong commitment to environmental conservation and knowledge of Yukon's ecological landscape.
- Excellent relationship-building abilities with diverse groups, including First Nations and government bodies. Respect for Indigenous ways of being and knowing is essential.

Additional assets include:

- Graduate degree or equivalent experience in Environmental Science, Public Administration, Non-Profit Management, or a related field.
- Experience in environmental advocacy, policy development, and campaigning
- Demonstrated ability to lead an organization strategically, including experience in strategic planning, organizational development, and change management.
- Experience in financial sustainability and growth strategies is highly valued.
- Proven success in fundraising through various channels such as grants, major gifts, corporate sponsorships, and public funding. Experience in developing and executing innovative fundraising strategies.
- Experience building and maintaining partnerships with stakeholders, including indigenous communities such as Yukon First Nations, government agencies, NGOs, and the private sector.
- Proficient in managing multiple projects simultaneously, with the ability to prioritize, delegate, and meet deadlines.
- Experience in building, mentoring, and leading a diverse team of staff and volunteers. Ability to foster a collaborative and positive work environment.
- Knowledge of Yukon's environmental landscape, including local ecosystems, wildlife, conservation issues, and legislative framework.



- Competency in digital communication tools and platforms, including social media, content management systems, and digital marketing tools.
- Understanding the legal and regulatory framework affecting non-profit organizations, including charitable status, labour laws, and environmental regulations.
- Willingness and ability to travel within the Yukon and occasionally nationally or internationally for conferences, meetings, and advocacy opportunities.

What We Offer

- **Schedule:** Full-time, 9 AM - 5 PM, Monday to Friday.
- **Location:** Parnell House, 302 Hawkins, Whitehorse.
- **Vacation:** 3 weeks in the first year, increasing thereafter as per Personnel Policy.
- **Benefits:** You'll receive a semi-annual self-administered employer cash contribution.
- **Duration:** This is a permanent position, contingent on funding availability.
- **Expected start date:** April-July 2024 (flexible for the right candidate).

Application Process

Ready to make a difference? Email your resume and a cover letter to board@yukonconservation.ca. We're looking to fill this role promptly and will begin reviewing applications immediately. Join us and lead the way towards a sustainable, thriving Yukon.

Join Us!

Step into a role where your leadership can drive meaningful change. If you're passionate about conservation and ready to lead a dynamic team, we want to hear from you.

We encourage you to apply now!