



ELK RIVER ALLIANCE OPERATIONS MANAGER / DIRECTOR Job Posting

Pay: \$34-36/hr (negotiable with experience)

Term and Hours: Ongoing, 20-40 hours per week (depending on scope of work)

Location: Fernie, BC (hybrid option)

To Apply: Submit a resume, cover letter and two or more references to info@elkriveralliance.ca

Expected Start Date: As soon as possible

Deadline: Applications will be reviewed until a suitable candidate is found

About the Elk River Alliance

The Elk River Alliance (ERA) is a watershed charity with a mission to connect people to the Elk River using science, education, and community collaboration to ensure sustainable stewardship of the Elk River watershed. ERA projects and programs focus on water quality and quantity monitoring, restoration of streamside vegetation, and community engagement and education. ERA is a respected voice for the Elk River. More information can be found at <https://elkriveralliance.ca/>.

Elk River Alliance is an equal opportunity employer and does not discriminate on the basis of age, sex, gender identity, orientation, religion or ethnicity. Where possible, employment is offered to minority and equity-seeking groups, including but not limited to indigenous and racialized (BIPOC) individuals, women in STEM, LGBTQ2S+, young professionals, and recent immigrants.

Position Summary

Join our team! The Elk River Alliance (ERA) seeks an Operations Manager / Director with a passion for the environment and expertise in organizational and financial health and compliance. Reporting to the Executive Director, this position will oversee operational and financial activities, in alignment with policies and goals set by the Executive Director and Board of Directors. This position will manage operational planning and achievement of short and long-term goals in financial performance, grant management and resourcing, operations and human resources to ensure financial and organizational health. Subject to skills and aptitude, this position may be expanded to include aligned roles, such as Communications.

The successful applicant will have a strong understanding of project, organisational and financial management. The position will oversee ERA's financial systems, staff and contractors, grant applications and management. An ideal applicant would have experience with project and team management, non-profit organisations, and demonstrated organizational, communication and project management skills.

Responsibilities

Working with the Executive Director, Board of Directors and staff, the applicant will oversee the following, and take responsibility for some or all of the following, based on experience:

Operational Planning and Management

- Manage day-to-day operations across human resources, finance, administration, and information technology systems
- Develop and maintain operational systems, policies and procedures to ensure efficiency and compliance
- Ensure compliance with ERA constitution and bylaws, and relevant laws, acts and regulations
- Support programs with resource planning, including grant and application coordination, tracking and management

Financial Management

- Manage, implement and report financial resources, addressing controls and mechanisms and ensuring standards are followed
- Implement fiscally sound policies and procedures in collaboration with the Executive Director
- Bookkeeping (on the job training may be provided for the right candidate)

Resourcing: Grant Coordination and Management

- Work with lead staff to: develop and maintain strong relationships with existing and new funding partners, oversee grant research, writing, budgeting and submission for funding proposals and reports
- Oversee the tracking of all grant deadlines and support lead program staff in applying for grants
- Work with lead staff to: manage and implement fundraising plans, including sourcing and tracking of funds and allocation of fiscal and material resources
- Collaborate with staff to coordinate fundraising, donations and sponsorships activities

Human Resources, Staffing & Organizational Culture

- Lead our staffing functions, including hiring, onboarding, staff development, and performance management process
- Support equity-centered human resource practices and ensure a safe, healthy, and collaborative workplace culture

- Ensure compliance with policies and labor laws, including WorkSafeBC requirements

Technology & Infrastructure

- Oversee IT systems, software, and data management tools to ensure security and efficiency
- Lead operational improvements and infrastructure upgrades as needed

Communications (possible responsibility depending on experience)

- Uphold ERA's public reputation and represent organizational positions within the community
- Oversee communications operations in keeping with ERA's communications strategy
- Work with staff who lead science communication, community engagement, and education initiatives to ensure funding, budgets and other necessary support including access to key tools and outreach channels (eg, website, social media, CRM)

Qualifications and experience:

- At least 5 years experience with budgeting, financial management and accounting, bookkeeping, or equivalent
- At least 3 years experience in a combination of project management and human resources and team management
- Background and experience with non-profit organizations is a strong asset. An understanding of non-profit operations, including fundraising, finances, administration, human resources, strategic planning and team building is preferred
- Environmental field familiarity (Environmental Science, Environmental Engineering, Conservation, etc) is an asset
- Post-secondary education (college, university, or professional designation level) in a relevant field is a strong asset
- For the right candidate, on the job training may be given for some aspects of the position
- Chartered Professional Accountant (CPA) designation is an asset
- Canadian Citizen, Permanent Resident or Refugee status
- Elk Valley resident preferred
- Elk Valley community and environment familiarity preferred

Benefits:

- Flexible hours
- Hybrid work model (office / remote)
- Diverse workload and opportunities for wider program involvement
- Comprehensive health and insurance benefits package including Extended Health Care (e.g. Physiotherapy, Chiropractor, Psychologist, Massage), Vision, Dental, Prescription and other coverage (e.g. Accident, Disability, Critical Illness, Life, Dependent, Travel)