



Job Posting

Position Title: **Executive Director**

Start Date: Immediate/ Flexible (applications will be reviewed as received)

Rate of Pay: \$30-40 per hour depending on experience

Hours of Work: estimated 20-40 hours per month (hours can be tailored to suit the successful applicant)

Period: Year Round

Location: Flexible, but successful applicant will ideally be a resident of Northern Vancouver Island

About NIMMSA

The North Island Marine Mammal Stewardship Association (NIMMSA) conducts conservation and business activities aimed at benefiting marine mammals, the economy and the marine environment off northern Vancouver Island.

Requirements

The successful **Executive Director** applicant must be proficient and professional in verbal and written conduct, have a good understanding of corporate, non-profit, and government structures, be self-motivated and able to work on various aspects of the organization on short notice whenever issues need attention. Knowledge of the tourism industry and/or a background in marine mammal policy/conservation is preferred. A passion for regenerative tourism and best sustainable practices is most important.

Duties

The Executive Director of the North Island Marine Mammal Stewardship Association (NIMMSA) will be responsible for the following:

-Overall management of NIMMSA*

-General Advancement of the three pillars of the NIMMSA Strategic Plan

STEWARDSHIP

- Updating and enforcement of the member Code of Conduct
- Manage all aspects of the Conservation Fund
- Advocate for the NIMMSA vision and mission with government and the broader community

COMMUNITY ENGAGEMENT

- Foster a sense of community amongst members
 - Provide educational opportunities for members
 - Maintain a guide/driver directory
 - Facilitate social opportunities for members to connect
 - Organize the annual Operators Meeting
- Build upon First Nations Engagement and Reconciliation efforts
- Manage social media channels (IG, FB and LinkedIn)
- Publish a quarterly newsletter
- Maintain the website
- Act as point person for government relations (the board will also support here)
- Organize and chair monthly board meetings (virtual), Spring Operators meeting, and the AGM
- Support coordination of community meeting(s) pre/ post season
- Media relations

CAPACITY BUILDING AND FINANCIAL RESILIENCY

- Ensure financial records are organized and up to date
 - collection of membership & conservation fees (maintain and modify fees as needed)
 - year end financial reports
 - budget creation and cash flow management
 - ensure we are in good standing with the Societies Act (complete annual filings)
- Identify and apply for grant opportunities
 - set up the organization with the required accounts to receive funding
- Utilize social capital by enlisting board/NIMMSA members for tasks

**Some duties can be contracted to an administrator.*

Please email resume and cover letter with the subject line "NIMMSA Executive Director" to:

nimmsa@gmail.com