



## RED DEER RIVER NATURALISTS SEEKS MANAGING DIRECTOR

**RDRN is looking to hire a Managing Director on a one-year contract beginning in late July/early August 2021. A contract extension may be considered at the end of one year.**

RDRN is a not-for-profit organization whose mission is to involve citizens through education and opportunities that engage them to appreciate and defend biodiversity, ecological integrity and environmental stewardship in Central Alberta. The organization has evolved to a point where additional managerial and administrative support is needed.

The Managing Director will work under the direction of, and report to, the RDRN Board of Directors. This contractor will support the work of the Board and the Society in meeting its Mission, Vision and Objectives as outlined in the organization's Strategic Plan. This will be done through a variety of administrative and managerial tasks that support and complement the work of the organization's Board, Committees, volunteers and staff.

The position will work from home and from the RDRN office in the Kerry Wood Nature Centre. Hours of work will be 20 hours per week, or 80 hours per month, at a rate of \$25.00/hour.

Click here for a complete [Position Description](#).

### **The ideal candidate will possess:**

- Education and experience resulting in strong administrative and organizational skills. They will have experience with drafting meeting agendas and recording minutes.
- Education and experience in building an organization's capacity and sustainability, including board development, strategic planning, fund development and human resources. Experience working with and/or for not-for-profit organizations an asset.
- Management skills: effective managing and empowering others to make decisions.
- Experience working with Microsoft Office suite including Word, Excel, electronic mail, and electronic meetings. Other technological experience an asset. Desktop publishing experience including design an asset.
- Demonstrated experience working with financial management including budgeting, grant writing and reporting. Experience with fundraising an asset.
- Experience in marketing and promotions including use of social media, print media, and audio-visual media.
- Willingness to work flexible hours, including some evenings and weekends.
- Ability to consider the big picture while maintaining attention to details.
- Strong communication skills, written and oral.
- Excellent interpersonal and team skills, valuing diversity of background and perspectives.
- A strong interest in nature and strong agreement with/support of RDRN's mission and objectives.
- Aptitude for being self motivated, a problem solver, resourceful. Ability to take direction and set priorities. Open to new ideas and works to achieve best practices.

**Please send cover letter and resume to [rdrrnature71@gmail.com](mailto:rdrrnature71@gmail.com). Deadline: June 30, 2021**