|  |  |
| --- | --- |
| A close up of a logo  Description automatically generated | **ExecutiveDirector**  **Lake Winnipeg Research Consortium**  **Part – time Staff Position**  **Location: Manitoba** |

**Lake Winnipeg Research Consortium**

The Lake Winnipeg Research Consortium (LWRC) Inc. is a registered charity, founded in 1998 to address the need for scientific studies on Lake Winnipeg following signs of water quality deterioration associated with the 1997 Red River *flood of the century*.

LWRC’s objectives are realized through both its Science and Education Programs. The Science Program facilitates research and monitoring on Lake Winnipeg by providing access for its science members to an established network of on-lake stations using two research vessels, the *Namao* and the *Fylgia* as well as an annual Science Workshop. The Education program contributes to greater environmental literacy through the study of Lake Winnipeg facilitated by scholarships, field-based programs (grade 8 to university), and the Lake Winnipeg Discovery Camp: Sail and Science for children (7 to 13).

The LWRC is governed by a board of directors representing scientific, educational, and community concerns. Currently, two personnel, a Director of Programs and a Superintendent of Ship Operations oversee the operations.

The LWRC’s Board Executive currently seeks a qualified individual to join the organization as the Executive Director and business manager of its corporate operations.

This is a hybrid position with expectations that the successful candidate will spend a significant amount of time at the LWRC’s home base in Gimli Manitoba during the summer season.

Although initially part time, this role has potential to evolve into a full-time position.

**Executive Director’s Role and Responsibilities**

Reporting directly to the LWRC’s Co-Chairs, the Chief Administrator will implement and oversee corporate operational initiatives and play a key role in managing relationships with the Board, staff, volunteers, program participants, government agencies, academic institutions, First Nations representatives and other Lake Winnipeg property owners/residents. This individual will lead a team of two to three direct reports. Responsibilities will include:

• Implementing Board and Executive Committee decisions.

• Oversight of financial administration, e.g., reporting, budgeting, cash flow forecasting, banking, funder and auditor relationships.

• Oversight of administration e.g., human resources, facilities, and tax receipting.

• Coordination of LWRC activities e.g., scheduling resources, stakeholder relationships.

• Development of internal policies; and

• Strategic plan development and implementation.

**Qualifications**

The ideal candidate will have demonstrated experience managing people, projects, and financial resources in a not-for-profit organization. The successful candidate will have strong academic credentials in not-for-profit administration or similar fields, good analytical and communication abilities, and outstanding people skills, as well as:

• Demonstrated leadership experience in a collaborative setting,

* Experience with fiscal management of not-for-profit and/or charitable organizations including CRA Charities and Tax Compliance.

• Experience in a similar multi-stakeholder organization, which includes experience with project management.

• Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, and taxation.

• Demonstrated experience overseeing fundraising activities and donor relations.

• Demonstrated experience in contract negotiation and management.

• Experience with external communications and social media.

• A background in aquatic sciences, environmental issues and a deep interest in Lake Winnipeg is an asset.

Experience with not-for-profit board governance is desirable but not essential; and

• Proven knowledge of current challenges and opportunities in scientific research is an asset.

For more details about the LWRC, visit the LWRC website[: https://www.lakewinnipegresearch.org/](file:///\\CMGSVR1\Folder%20Redirection\kim\Documents\%20%20https\www.lakewinnipegresearch.org\) .

**Compensation**: Commensurate with experience

**To apply**: send resume summarizing your credentials and relevant experience to:

**Secretary, LWRC**

gordon@lakewinnipegresearch.org

**Deadline to apply**: May 31, 2024

**8.**    **Recruitment**

LWRC adheres to LWRC’s recruitment policies which are described in a comprehensive Human Resources Policy, and Workplace Anti-harassment policy approved by the LWRC Board of Directors.

The selection process will be transparent. Candidates’ applications, resumes and cover letters will be reviewed by a panel composed of LWRC staff and board members. A short list of candidates will be interviewed by a panel of staff and board members. Candidate references will be checked by telephone before the position is offered to the candidate. Unsuccessful candidates may request feedback.

As the Job Ad indicates, LWRC is committed to diversity within its community and especially welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the diversity of ideas.