

Alberta Trappers' Association

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Executive Director

Alberta Trappers Association

The Opportunity

The Alberta Trappers Association (ATA) is seeking an Executive Director. Reporting to the ATA Board of Directors, the Executive Director is a full-time position responsible for leading and managing the organization and its staff through the implementation of the strategic plan and the decisions of the Board. The position is located at the ATA office in Westlock, Alberta.

About the ATA

The ATA is a non-profit membership-driven society with a vision of an Alberta where the sustainable harvest and management of wild furbearers is an established and recognized conservation activity integral to our heritage, culture and identity. The ATA works to ensure that trapping continues in Alberta as a way of life that promotes respect for wildlife and stewardship of the land. Key responsibilities of the ATA include:

- Development and delivery of trapper and public education programs.
- In collaboration with Alberta Environment and Parks, development and implementation of trapline management initiatives.
- Administration of the Alberta Trappers Compensation Program.
- Management of a retail trapping supply store and a fur shipping depot.

Duties and Responsibilities of the Executive Director

Leadership

- Implement board policies and administer organizational policies and procedures.
- Ensure the organization is in compliance with government regulations and agreements.
- Provide professional advice to the Board, including issues and risks that impact the organization.
- Liaise with other organizations across Canada with an interest in the fur harvesting industry.

Program Planning and Management

- Develop and deliver an annual business plan that aligns with the society's strategic direction.
- Oversee the delivery of all ATA programs, projects and services.
- Identify and recommend new program opportunities that contribute to the organization's mission.
- Support the Board in their activities as directed.

Human Resource Management

- Determine staffing requirements, including the recruitment and selection of staff when required.
- Conduct formal performance reviews for all staff.
- Coach and mentor staff towards success in their roles.

Financial Management

- Prepare an annual operating budget for Board approval.
- Administer all funds according to the approved budget and organizational policies, and provide regular financial projections to the Board.
- Play a leadership role in securing funds for the organization, including identification and oversight of fundraising activities.

Marketing and Communications

- Represent the ATA to government, industry, the trapping community and the public.
- Promote improvements and implementation of humane trapping research and best practices with trappers and the public.
- Provide trappers, the government, the media and the public with information about the fur harvesting industry.
- Engage in regular communications with members about the organization's activities.

The Successful Candidate

The successful candidate should exhibit the following characteristics and abilities:

- A proven track record of successful leadership in a non-profit environment.
- The ability to take strategic priorities and subsequently develop and implement effective business plans that achieve established objectives.
- Communicates effectively, both in writing and verbally, to a broad range of audiences.
- Thinks strategically, with strong organizational and planning skills.
- Brings a positive, energetic approach that inspires others.

Education and Experience

- A post-secondary degree in administration, business management or a related field is preferred.
- Two or more years of progressive executive, financial and supervisory management experience in a non-profit environment.
- A track record of effectively working with a Board of Directors.
- An understanding of the trapping industry would be an asset.
- Management experience in retail operations would be an asset.

Compensation

Salary will be commensurate with the position and the successful candidate's experience and education.

How to Apply

Applications may be submitted by email or post mail. If submitting by post, please mark as "Confidential" and address to:

Anne Coles
14647 – 89 Avenue
Edmonton, Alberta
T5R 4P4

Emailed applications may be sent to annecoles@telus.net
Applications must be received by September 15, 2017 to be considered.
Only those candidates short-listed will be contacted.

