

An Important & Rewarding Employment Opportunity Awaits - Executive Director of Coastal Nations Coast Guard Auxiliary

Coastal Nations Coast Guard Auxiliary (CNCGA) is a newly formed Indigenous Canadian Coast Guard Auxiliary for the purpose of protecting mariners and the environment, through partnerships between the maritime First Nations and the Canadian Coast Guard. The long term vision of CNCGA is to:

1. Enhance Canada's search and rescue program
2. Build strong response groups along the west coast of Vancouver Island, the North Coast, Central Coast and along the inside passage
3. Recruit First Nations into Federal programs and employment
4. Provide training and equipment for Indigenous SAR & ER operations

Position Summary

The Executive Director is responsible for the daily operational management of CNCGA, which includes but is not limited to the administration of approved plans, policies and programs. All actions taken by the Executive Director beyond these approved plans, policies and programs must be approved by the Board of Directors.

This position is located in Victoria, BC

Key Duties & Responsibilities

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Foster effective teamwork between the Board of Directors and the Executive Director as well as between the Executive Director and the entire staff
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Oversee the implementation of Human Resources policies, procedures and practices, including the development of job descriptions for all staff
- Develop a long term business plan and present annual financial budgets for Board approval that link to the operational plans
- Work with staff & Board (Finance Committee) to prepare a comprehensive budget
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization
- Provide Board with regular reports on the revenues and expenditures of the organization
- Ensure the organization complies with all legislation covering taxation and withholding payments
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the communities served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Identify and evaluate all risks to the organization's staff, volunteers, clients, property, finances and goodwill, and implement measures to mitigate these risks
- Create and maintain a positive work environment that facilitates collaboration and information sharing and is also conducive to attracting, motivating, and retaining diverse talent to the organization

Coastal Nations Coast Guard Auxiliary

- Ensure CNCGA's role within the Search and Rescue community is well understood through direct engagement with policy makers, government funders and through the execution of an effective media strategy

Essential Qualifications, Education & Experience

- Recognized post-secondary education diploma or degree
- At least, two years of experience in managing the operations of a non-profit society or business
- Experience in managing/supervising staff
- Experience in operational training and evaluation of staff
- Experience in financial planning and management of a budget of 200k or more
- Ability to use MS office suite (Word, Excel)
- Experience in preparing and presenting financial reports

Desirable Qualifications, Education & Experience

- Post-secondary school degree in business or finance
- Experience in not for profit fundraising and marketing
- Transport Canada certificate of competency
- Previous experience in managing a fleet or a commercial marine operation
- Previous experience with CCG, CCGA or RCMSAR

How to Apply

If you are looking for a challenging and deeply rewarding opportunity and you believe you meet the requirements to be successful in this role, please submit your cover letter and resume to careers@jouta.com

We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.