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EXECUTIVE DIRECTOR

EMPLOYMENT OPPORTUNITY (re-advertised)

Alberta TrailNet Society (TrailNet) is seeking a dynamic individual with substantive leadership and program/project management experience to promote and support the planning, development and implementation of Trans Canada Trail and other trail development and active transportation initiatives in the Province of Alberta.

Under direction of the TrailNet Board of Directors (the Board), the **Executive Director** serves as the chief operations officer for Alberta TrailNet Society. This person is responsible for:

- Oversight and supervision of staff, consultants, contractors and current projects;
- Day to day activities and yearly planning for the organization;
- Managing budgets and financial reporting requirements (grants, casino, etc.) in consultation with the Treasurer and the Bookkeeper/Accountant;
- Implementation of Society policies, bylaws, agreements and decisions relative to the operations and initiatives of the Society.

This position reports to the Board President and is supported by the Committees and expertise of the Board of Directors

KNOWLEDGE, SKILLS & ABILITIES:

- A University degree in Natural Sciences, Recreation, Land Planning/Design and Management and/or equivalent experience.
- Minimum seven (7) years of government or equivalent experience in public recreation planning and development.
 - Demonstrated experience with developing, assessing and implementing strategic and operational plans.
 - Ability to prioritize and handle multiple tasks simultaneously, work independently, display accountability and strive for excellence.
 - Display the following behaviors – commitment to collaboration, innovation, vision and adaptability.
- Administratively sound, detail oriented, and experienced in fiscal, budget and contract management.
 - Experience in grant administration (managing applicant grant proposals, approvals and reporting processes).

- Ability to negotiate and oversee partnerships and contractual processes and agreements with various agencies, organizations, consultants and contractors.
- Be familiar with government funding opportunities and performance reporting processes.
- Oversee and maintain all Society grant and contractual agreements, reporting, and corporate records.
- Superior interpersonal communication (verbal, written, presentation) skills.
 - Demonstrated ability to: resolve complex issues using cooperative and collaborative approaches; forge key partnerships with external stakeholders; and be a team player.
 - Proven supervisory and leadership experience within a team setting.
- Collaboration with governments to promote active living, healthy lifestyles and community development. Work with government, community and trail partners and users to promote and enable:
 - Environmental sustainability.
 - Public safety and respect and cooperation among trail users.
 - A variety of outdoor recreation trail opportunities.
- Other
 - Computer proficiency with a solid understanding of MS Office applications.
 - This position entails some field work related to proposed trail routing evaluations and project progress reviews, inspections, and approvals.
 - Hold an Alberta Driver's License; ability to travel and work flexible hours.
- Desirable.
 - Fundraising/marketing experience an asset.
 - Experience in grant writing and fund development initiatives an asset.
 - Experience working in not-for-profit/charitable sector and volunteer board environments.
 - Land management experience an asset (lease and crossing agreements, etc.).

This is a permanent full-time employment position to be delivered from TrailNet's Edmonton office location. Remuneration is commensurate with experience and qualifications.

Location: Percy Page Centre, 11759 Groat Road, Edmonton

How to Apply

Online applications will be accepted until midnight MST on the closing date. Applications must include a cover letter, resume, and contact information (phone and email). Send applications to atnadmin@telus.net, subject line "Executive Director 2023".

Closing Date: October 20, 2023.

Posting will remain open until a suitable candidate has been found. Alberta TrailNet Society is an equal opportunity employer. We thank all applicants for their interest, however only those considered qualified for the position will be contacted. www.albertatrailnet.com

PROMOTING A TRAIL NETWORK, INCLUDING THE TRANS CANADA TRAIL, CONNECTING ALL ALBERTANS