



Executive Director

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) is a multi-stakeholder, non-profit that monitors air quality and deposition in the Regional Municipality of Wood Buffalo. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial-monitoring in any one area, anywhere in Canada. For more than twenty-five years, we've served as our region's air quality reporter and are founded on a vision of scientifically independent, consensus-based environmental monitoring. The WBEA is committed to reporting accurate and timely high-quality data from our ambient air, deposition, and odour monitoring programs to ensure our members, stakeholders, partners, and rightsholders have the information they need to make informed environmental decisions.

The Role

The Executive Director is responsible for the successful management of the WBEA, aligning the growth and execution of operations with the strategic direction of the Board. The Executive Director provides opportunities for growth and development of personnel within WBEA's administrative and technical programs while also facilitating a team environment to work cooperatively to accomplish the vision of the association.

Position Responsibilities

- **Operational Management & Leadership:** Oversee the daily operations of the organization, ensuring effective resource planning and support for over 40 employees. Provide leadership that aligns with WBEA's Strategic Plan, guiding the development and approval of annual work plans. Mentor and develop staff, encouraging career growth and fostering a collaborative, accountable environment. Maintain and update strategic, tactical, and business continuity plans to meet organizational goals.
- **Community & Stakeholder Relations:** Cultivate and maintain strong relationships with WBEA's 40+ member organizations, including industry leaders, government officials, and Indigenous communities. Promote WBEA's mission at local, provincial, and national levels, representing the organization at stakeholder meetings and events. Foster partnerships and collaborations to strengthen community engagement and strategic alliances. Act as an official spokesperson for the WBEA, alongside the President.
- **Financial Management:** Manage the organization's financial health, overseeing a budget of approximately \$14 million annually. Ensure efficient utilization of resources and proactively address potential financial challenges. Act as the main contact for existing funders and seek additional funding sources if necessary.
- **Human Resources & Team Development:** Lead HR functions, including recruitment, performance management, and conflict resolution. Maintain a positive work culture that attracts and retains talent. Mentor leadership skills within the team, ensuring effective day-to-day operations and adherence to organizational policies and



procedures. Provide recommendations on compensation, benefits, and staffing needs.

- **Risk Management & Compliance:** Ensure compliance with Alberta Employment Standards, Occupational Health and Safety Act, and Workers Compensation Board regulations. Oversee WBEA's Human Resources and Safety Programs. Maintain the Corporate Risk Registry and Business Continuity Plan to safeguard the organization's staff, property, reputation, and finances.
- **General Members & Governance Committee Support:** Work closely with the Governance Committee and the General Members by providing regular updates on business plan progress, financial health, policy effectiveness, risks, and mitigation strategies. Offer timely advice on organizational developments and remain in compliance with policies. Support and assist the Board in accessing resources and contribute to policy revisions and new policy development, as needed.

Qualifications

- **Experience:**
 - 15+ years of progressively senior roles, including 5+ years in a leadership role
 - Expertise in human resources, budgeting, and safety
 - Proven success working with boards, stakeholders, and funding partners
 - Knowledge of corporate governance, strategic planning, and risk management
 - Experience in environmental science (air quality or ecosystems) is an asset
- **Skills & Attributes:**
 - Transparent leadership with clear communication, demonstrating strong ethics and credibility
 - Clear vision of the organization's future, working towards it; supporting innovation and change
 - Critical thinker with excellent problem-solving and decision-making abilities
 - High emotional intelligence and conflict resolution skills to mentor and develop staff
 - Manage finances and create annual work plans
 - Foster and maintain stakeholder relationships
- **Education:**
 - Post-secondary education in a relevant field will be considered an asset
 - A combination of experience and education will be considered

Schedule

The work week is 40 hours per week as 8 hours per day from Monday to Friday.



Salary & Benefits

Competitive salary that will be commensurate with experience, qualification, and skills. Comprehensive and competitive benefits plan, northern living allowance, opportunity for professional development, and an RRSP matching program.

Employment Status

Full-time, permanent.

Work Location

This is a local position, reporting to the WBEA Centre in Fort McMurray, Alberta.

Pre-Employment Requirements

- A valid Class 5 License (or equivalent) with a recent abstract that reflects a safe driving record and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal Record Check
- Provide certificates of completion for relevant training and education
- Pre-employment drug and alcohol testing

Application Instructions

Please submit a resume and cover letter outlining why your skills, experience, and personality make you an excellent candidate for the Executive Director role at the WBEA; only applications with both a resume and cover letter will be considered. Please note that only candidates legally eligible to work in Canada can apply. If you are interested in leading our team, please apply here:

<https://www.fitzii.com/apply/90800=fc>

Application Deadline

This position will remain open until a suitable candidate is found, with an anticipated start date of May/June 2025.

We thank all applications for their interest. Only those selected for an interview will be contacted.

For more information about the WBEA, visit wbea.org/living and view our most recent [Annual Report](#).

Disclosure regarding the Pre-Employment Requirements

As part of the hiring process, candidates must declare if they have any civil or criminal conviction history that may prevent them from fulfilling the roles and responsibilities of the position for which they are applying. This requirement is necessary to ensure the safety, integrity, and operational effectiveness of our organization. We are committed to respecting privacy laws and handling all personal information in accordance with applicable privacy legislation. The collection of this information is justified under the principle that certain convictions may directly affect the candidate's ability to perform specific duties, adhere to legal requirements, or maintain a safe work environment. The evaluation process will consider only relevant history directly related to the job's responsibilities. The WBEA will handle this information with strict confidentiality and fairness, with only Human Resources having access, ensuring that all decisions are made in compliance with employment and human rights legislation.