

Job title	Director of Partnerships for Conservation
Job classification	PC-02
Reports to	Executive Director

Job Purpose

Aligned with CBT's mandate as a UNESCO Biosphere and community foundation, the Director of Partnerships for Conservation plays a key role in supporting the CBT's vision and organizational commitment to achieving biodiversity conservation and sustainable development in the Clayoquot Sound Biosphere Region. The Director collaborates with partners on projects, as well as leads research, outreach, and engagement activities, and participates in relevant networks and committees aligned with the ECCC-OECM project funding and contributing to the objectives of the Canada Fund, the MAB Statutory Framework and the MAB Lima Action Plan.

Duties and Responsibilities

Manage & implement the ECCC-OECM project workplan

- Reviews OECM and IPCA planning tools, regulations, literature, and reports.
- Plans and manages the review of biosphere zonation and oversees development of useful tools and maps to support outreach and engagement as new protected areas are designated.
- Supports stewardship and restoration projects that contribute to biodiversity conservation.
- Supports the development of an Indigenous-led stewardship corridor.
- Raises awareness and understanding of biodiversity conservation, Canada Target 1, OECMs, and IPCAs through communications, workshops, and presentations.
- Connects and communicates with external project partners, key stakeholders, funders, rightsholders, and agencies in the region.
- Manages contracts, financial budgets and reporting related to the project.
- Participates in national and regional project meetings, as well as ongoing training and events.

Research, monitoring & granting

- Gathers, analyzes, and presents knowledge and data contributing to the Vital Signs program.
- Manages the Biosphere Research Award process and convenes a Technical Review Committee. Assists with review of Vital Grant applications and other granting process as needed.

- Builds and maintains relationships with groups, projects, organizations, governments, and communities who have a connection with conservation of the terrestrial and marine environments.
- Participates in relevant committees and networks including the Clayoquot Salmon Roundtable and the Tofino Mudflats Wildlife Advisory Committee.

Teamwork

- Participates in team meetings, trainings, and planning processes.
- Seeks funds to support related programs and networks.
- Supports project evaluation and reporting on funds raised.
- Contributes content for all CBT communications to raise awareness of CBT programs and activities within and outside the region.

Working Conditions

- 30.0-hour work week.
- Ability to work on a flexible schedule (evenings and weekends) may be required to attend events and meetings.
- Valid Class 5 Driver’s license and access to vehicle required to travel to meetings, events, and presentations across the Biosphere Region.

Physical and Mental Requirements

- The position will require long hours sitting in front of a computer screen.
- The position will require travel by small boat and float plane to remote communities.

Direct Reports

See organizational chart.

Qualifications (subject to modifications dependent on staff compliment and/or operational requirements)

Education	Graduate degree, preferably in a related field of study such as sustainability science, conservation, sustainable development, or a relevant multidisciplinary program. OR Equivalent combination of knowledge, education, training, and experience.
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Professional Certifications	N/A
Knowledge	<p>Knowledge of both natural and social scientific research approaches (preferred).</p> <p>Knowledge of research and conservation issues, particularly as they relate to west coast communities and economies.</p> <p>Knowledge of First Nations issues and communities in the Biosphere Region (preferred).</p> <p>Knowledge of government programs and initiatives in the Biosphere Region (preferred).</p>
Skills / Abilities	<p>Excellent listening, public speaking, and networking skills.</p> <p>Facilitation/presentation skills.</p> <p>Ability to work in collaboration with multiple stakeholders.</p> <p>Ability to create and cultivate partnerships.</p> <p>Ability to work through conflict and diversity of thought.</p> <p>Ability to connect strategic direction and programs to ensure community needs and organizational mandates are met.</p> <p>Grant writing and program administration.</p>
Personal Suitability	Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity
Values	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy