



# Join Our Team!

## Executive Director – IVMA of BC

Under the direction of the Board of Directors (BoD), the Executive Director provides strategic leadership and oversees all operations of the IVMA of BC. This includes administration, financial management, program delivery, government relations, advocacy, website management, and membership engagement.

## Key Responsibilities

### 1. Board Governance

- Support the BoD in fulfilling the organization’s mission, vision, and strategic priorities.
- Coordinate AGMs, meetings, agendas, and communications with the BoD and membership.
- Collaborate with the BoD on annual strategic planning, policy implementation, and fundraising initiatives.

### 2. Financial Management

- Work with BoD and the Treasurer to prepare and manage the annual budget.
- Produce quarterly financial statements and ensure accurate financial reporting.
- Maintain strong financial health through resource development, sponsorship growth, and membership expansion.

### 3. Programs, Mission, and Strategy

- Implement key business initiatives outlined in the IVMA Business Plan (Education, Government Liaison, Advocacy).
- Represent IVMA to members, stakeholders, government, media, and the public.
- Build strong relationships with professional, civic, and industry organizations.

### 4. Operations and Administration

- Oversee the Continuing Education Credit program as Credit Coordinator.
- Manage website updates, Society Act filings, and all legal business requirements.
- Advise the BoD on organizational activities and emerging issues.
- Manage staff, contractors, and consultants, including recruitment and performance oversight.
- Establish and maintain administrative policies and procedures.
- Organize the annual fundraising campaign.



# Join Our Team!

## Minimum Qualifications

- 5+ years of senior management experience, preferably in the non-profit sector.
- Strong understanding of non-profit leadership and governance with fundraising experience.
- Excellent written and verbal communication skills, including public speaking and social media use.
- Strong financial management abilities (budgeting, reporting, analysis).
- Ability to motivate and collaborate with staff, volunteers, and board members.
- Proficiency with Microsoft Office / Teams, email, and internet and financial tools.
- Experience managing staff; proactive, self-motivated leadership style.
- Transparent and high integrity leadership references.
- Manages own work effectively with minimum direction.

## Preferred Qualifications

- Bachelor's degree in a related field or equivalent knowledge of Integrated Vegetation Management.
- Strong credibility with senior management and government representatives.
- Media experience and strong networking/negotiation skills.
- Experience interacting with government agencies and elected officials.

## Additional Commitments

- Approximately 500 hours annually.
- Ability to travel as required.
- Participation in BoD meetings, conference calls, and committees.
- Planning and logistical support for the Biennial Educational Forum.

Application deadline is April 17, 2026.

## Enquiries

Email: [reception@ivma.com](mailto:reception@ivma.com)