



# A2A

Algonquin to  
Adirondacks  
Collaborative

## **Executive Director Algonquin to Adirondacks Collaborative**

### **The Organization**

The Algonquin to Adirondacks Collaborative (A2A) is a trans-border conservation organization. Our mission is to connect lands and people across the Algonquin to Adirondacks region to conserve and enhance a critical corridor for ecological integrity and resilience in eastern North America. We protect, connect and enhance wildlife habitat between Adirondack Park and Algonquin Park. Our goal is a resilient, ecologically-interconnected landscape that sustains a full range of native wildlife and enhances people's quality of life for generations to come.

The Algonquin to Adirondacks Collaborative is comprised of a Board of Directors, committees, staff, volunteers, and a multi-national network of partner organizations from the United States, Canada, and First Nations. A2A is federally incorporated in Canada (2002) and has status as a registered charity in Canada (2007).

### **The Position – Executive Director**

Algonquin to Adirondacks Collaborative is seeking a dynamic, motivated professional to manage the organization, further build its financial and organizational capacity and manage its communications and outreach. The successful candidate will replace our existing Executive Director, who is retiring. He will mentor the position for at least 2 months.

A2A's Executive Director is responsible for the leadership of staff and volunteers, the delivery of programs according to the strategic goals, objectives and policies established by the Board of Directors through the A2A Strategic Plan. The Executive Director reports to and works under the guidance of the Executive Committee and is accountable to the Board of Directors to facilitate the development, management, and oversight of the organization. The office is in Lansdowne, Ontario. There is flexibility in terms of working from anywhere within the A2A region. The desired starting date is early 2021.

### **Major Duties and Responsibilities:**

Key responsibilities for the position include:

- Provide professional leadership and overall management of the day-to-day organizational operations and programs.
- Take a leadership role in development and implementation of fundraising activities in both the public and private sectors with the guidance of the Fundraising and Finance Committee. Develop and implement fundraising strategies, including creating and managing fundraising campaigns, writing funding proposals, and writing reports for funders.
- Complete development of a Communications Plan and implement it

- Coordinate partner organizations to implement the A2A Strategic Plan. Recruit and serve partners including submitting letters of support and grant-writing support as needed.
- Contribute to the development and governance of the organization, including strategic planning and annual operations planning.
- Work in close communication with the Executive Committee, assisting in preparation of board meetings and the Annual General Meeting, and be an ex officio member of committees as required.
- Recruit and supervise staff, committee members, and volunteers.
- Network with groups other than partners and with key individuals to carry out the A2A Mission.
- Promote the organization among community, conservation, and other relevant groups and key individuals
- Recruit and manage membership.
- Perform the day-to-day financial duties of the organization. Support the Treasurer in overseeing budget, financial statements and expenditures.
- Ensure that regular timely reports, articles, and newsletters are sent to funders, media, and supporters.
- Other tasks as assigned by the Board of Directors through the Executive Committee.

## **Key Opportunities and Challenges**

- Developing an effective fundraising program and creating sustainable sources of funding
- Managing the business operations of A2A
- Building organizational capacity to deliver A2A's mission
- Building membership

## **Qualifications:**

- Strong communications skills
- The ability to work well with others; an inviting personality that will attract others to become involved in the A2A Collaborative
- Strong leadership skills
- Strong organizational skills
- A background in fund-raising
- Experience managing administrative tasks: website, budgeting, financial statements, events management, membership
- A background of interest and passion for the environment
- A minimum of a university education (or equivalent) plus related experience
- A valid passport and driver's license and access to a vehicle
- Canadian citizenship or Permanent Residency in Canada.

## **The ideal candidate:**

**Strategic and Business Planning Skills** – You provide leadership for all major initiatives and ensure accountability throughout the organization. You are capable of seeing long-term goals and the best paths to achieve them. You have excellent critical thinking skills.

**Management Style** – You work to create an inclusive environment. You are both a team builder and a team player. You recognize the strengths of others and encourage personal and professional development to build upon their personal strengths.

**Fund-raising and Development Skills** – You have a proven track record in fund-raising from both the public and private sectors. You take a leadership role in developing revenue streams for programs, capacity building and operations.

**Organization Skills** – You have strong organizational skills. You are self-motivated and can work independently. You are able to manage multiple priorities and projects at the same time, balancing strategic and tactical work initiatives. You budget time well. You can deliver organizational priorities on time and within budget. You have a strong attention to detail.

**Financial Skills** – You have an understanding of financial management, including budgeting, basic accounting and project management.

**Communication Skills** – You possess strong verbal and written communication skills. You are comfortable making presentations to audiences both large and small, in person or in an online group setting. You are an engaging, articulate and passionate advocate for the environment. You are also a good listener. You are experienced at writing documents, including funding proposals, reports, press releases and correspondence. You are able to use web-based applications and social media applications appropriate to managing a large collaborative of partners and individual members.

**Interpersonal Skills** – You relate well to people and you are good at eliciting their support. You are respectful, personable and punctual. You have high energy, confidence and credibility. You are sensitive to community values and respond to them appropriately. You are able to benefit from guidance from others.

**Values and Beliefs** – You are dedicated to the protection and restoration of nature within the A2A region. You respect the diversity and values of the people of the A2A region.

## **Compensation**

A competitive compensation package, based upon experience and skills is available. Details of the package will be discussed during the interview process.

Qualified candidates are invited to apply in confidence by mail or e-mail by **January 31, 2021**. Applications should be sent to: [info@a2acollaborative.org](mailto:info@a2acollaborative.org) or by mail to

Algonquin to Adirondacks Collaborative, Attn: Executive Committee  
P.O. Box 88, Lansdowne, Ontario K0E 1L0

For additional information, please review our Web page: <http://www.a2acollaborative.org>