



A2A

Algonquin to
Adirondacks
Collaborative

Is Seeking an Outreach Coordinator (Eight Month Part Time Contract Position)

The Organization

The Algonquin to Adirondacks Collaborative (A2A) is a trans-border organization connecting 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. Our vision 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, including conservation authorities, land trusts, stewardship groups, academic institutions and a host of others (51 in all) who share our goals. A2A is federally incorporated in Canada (2002) and is a registered charity (2007).

The Position – Outreach Coordinator

The Algonquin to Adirondacks Collaborative is seeking a dynamic, motivated professional to manage outreach and communication of the organization. Duties will also include fund raising. The Coordinator will work under the supervision of the Executive Director and in conjunction with A2A working committees, in particular the Communications and Fundraising and Finance Committees.

The preferred location for this position is Lansdowne, Ontario, although we offer some flexibility in this regard. Some activities will take place in the United States. The desired starting date is mid-June 2019. A2A is offering a eight month part time (2-3 days a week) contract position with the intent that it transition to a salaried position.

Major Duties and Responsibilities:

- Promote the organization and its goals among key players in conservation, including decision makers across the region;
- Increase membership numbers; manage membership, provide membership services
- Increase number of A2A Partner organizations; provide partner services; work with partner organizations to implement the A2A Strategic Plan
- Development and implementation of fundraising activities in both the public and private sectors with the guidance of the Fundraising and Finance Committee;
- Research, develop, and submit grant applications, write reports for funders.
- Nurture the relationships with donors
- With guidance from the Communications Committee, ensure that regular timely and visually attractive reports, articles, and newsletters are sent to funders, media, and supporters; develop and maintain a vibrant social media presence
- Other tasks as assigned by the Executive Director

Qualifications:

- A proven track record in communications and fund-raising, preferably within the NGO sector.
- Experience managing communication and outreach tasks including website design, events management, social media, on-line membership management tools and design skills for creating printed/online visual materials
- Interest and experience in addressing environmental issues; a passion for Nature
- Effective verbal and written communication skills
- A minimum of a university education (or equivalent) plus related work or volunteer experience
- A valid passport and driver's license; access to a vehicle
- Canadian citizen or Permanent Resident of Canada

Skills:

Fund-raising and Development Skills – You have a proven track record in fund-raising from both the public and private sectors. You can help develop revenue streams for programs, projects, capacity building and operations.

Organization Skills – You have strong organizational skills. You are self-motivated and can work independently, budgeting your time effectively. You have a strong attention to detail.

Communication Skills – You possess strong verbal and written communication skills. You are comfortable making oral presentations and can use communication technologies effectively. 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 appropriate to managing a large collaborative of partners and individual members and you will be able to maintain a strong social media presence for A2A.

Interpersonal Skills – You relate well to people and you are good at eliciting their support. You are respectful, personable and punctual and have a cooperative and pleasant personality. You are sensitive to community values and respond to them appropriately. You have the ability to work within a collaborative framework where decision-making is participatory and consensual.

Values and Beliefs – You are trustworthy and reliable. You are kind and respectful to the people whose lives you touch. You respect the diversity 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. Applications will be accepted until May 21st.

Applications should be addressed to:

Algonquin to Adirondacks Collaborative

1 Jessie St, PO Box 88

Lansdowne, Ontario K0E 1L0

Email: info@a2acollaborative.org

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

Candidates selected for interviews will be contacted by June 5. We regret that due to anticipated interest, we cannot respond to telephone inquiries and will notify only the applicants selected for interview.