



Position Title: Bragg Creek Trails (BCT) Executive Director

Position Parameters:

Job Overview: Manages all operational and business aspects of BCT

Job Type: Permanent part-time

Reports to: President with Executive Committee support

Work Location: Home, with travel to site, events and meetings

Hours required: 28 hours per week

Hourly Rate: \$40.00 starting.

Annual salary equivalent: \$58,240

Job Responsibilities:

Primary

- General oversight
 - Manage and lead the BCT team (staff, contractors and volunteers), to ensure BCT's operations and business are successful
 - Implement the operations related strategic direction and decisions of BCT in a timely fashion as established by the Board of Directors
 - Evaluate, formulate, and recommend operations-related policy development and execution
- Financial and Budget
 - Assist Finance Committee in Annual Report preparation
 - Prepare annual BCT budget, obtain Board approval and report to Board
 - Manage and report to Board on grant spending
- Communications
 - Oversee and participate in internal and external communications
 - Collaborates with and coordinates activities with BCT partners

**For all, Outside,
Every Season.**

**Box 1379 Bragg Creek
Alberta T0L0K0**

**info@
braggcreektrails.org**

- Act as one of the media spokespeople for BCT including responding to public questions and concerns regarding BCT operations
- Human Resources
 - Hire employees
 - Manage Workers Compensation Board (WCB) and insurance portfolios
 - Responsible for ensuring that operations personnel training is planned, scheduled and funded
- Data management
 - Have charge of the Minute Book of BCT
 - Assist in the development and codification of strategic and Board-level policy
 - Oversee preparation of annual work plans and reports

Supportive

- Meetings
 - Organize and attend meetings of the Board of Directors, committees, the annual meeting of the Members and act as Returning Officer for the election of Directors, Officers, and committee chairs
 - Provide supporting information and data that allows the Board of Directors to make informed strategic decisions
 - When appropriate, represent BCT at meetings with government, business and public sectors
- Committees
 - Contribute to the content of discussions of BCT committees
 - Advises BCT communications committee in the development of messaging, promotional materials and opportunities including events
 - Collaborate with the fundraising committee on grant writing and fundraising

Authority:

- Assist Board to enforce policies and procedures
- Operations-level procedures
- Hiring, training and management of core operations team
- Approve hiring of contractors within the Board-approved budget
- BCT Board-approved budget management
- Response to operations-related questions
- Media response, in collaboration with other spokespeople
- Organizational promotions

Recommend:

- Association strategic policy and actions
- New partnership opportunities

Key Working Relationships:

- Board of Directors
- Executive Committee
- All BCT employees, contractors and volunteers
- BCT Committee members
- Business leaders
- Government decision-makers
- Insurance brokers
- Other trails and stakeholder groups
- Foundations and donors

Special Demands and Expectations:

- Long periods of computer screen time
- Periodic travel to meetings and event locations
- Public speaking

Required Education, Certification & Skills:

- Experience with and knowledge of non-motorized trails
- High School diploma
- Academic and/or experiential leadership training
- Conflict resolution training or experience
- Strong group leadership and facilitation skills
- Exceptional organizational and time management skills
- Strong facility with Office programs or appropriate equivalents
- Excellent oral and written skills
- Demonstrated negotiation skills

Preferred Additional Education, Certification and Skills:

- Post-secondary education in business or organizational development

- Academic and/or experiential training as a senior executive officer
- Administrative/management experience including basic accounting
- Project management experience
- Understanding of OH&S and other related regulatory agencies
- Understanding of employment law
- Experience in the non-profit world
- Experience with and knowledge of non-motorized trails' management

Personal Qualities:

- Communicates needs and gives feedback in an open, constructive manner
- Demonstrates initiative
- Functions effectively while working alone as well as in a team environment
- Values opinions of others and accepts feedback openly
- Demonstrates keen responsibility around tasks and timelines
- Values relationships with colleagues and external stakeholders
- Values the power of networks of associates