



OAK RIDGES MORaine LAND TRUST

Program Manager:

As a charitable non-profit, the Oak Ridges Moraine Land Trust (ORMLT) manages a system of nature reserves. To date, the Land Trust to date has secured over 4,083 acres of land and manages a budget of \$500,000 annually with assets of over \$34 million.

We are currently seeking a paid Program Manager with the following responsibilities:

Position Summary:

The Program Manager has a deep understanding of environmental promotion, communications, fundraising and Management related best practices. A proven track record of implementing complex, strategic and evidence based environmental promotion and communications initiatives; the Program Manager applies relevant learning to the work of the Land Trust. The Program Manager possesses well developed project management skills and pays attention to detail and accuracy. S/he has the ability to build and maintain relationships across the organization and with key stakeholders to enable the success of Land Trust initiatives.

Responsibilities:

- Maintains office services by organizing office operations and procedures
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; makes necessary recommendations to the Board
- Keeps management informed by reviewing and analyzing special reports related to government briefs, Board, conservation partners, land securement partners
- Reviews and approves communications, grant applications and partnership proposals while ensuring that appropriate data has been gathered, analyzed, synthesized and that they are aligned with the Trusts' practices and values
- Develops and effectively communicates content and promotion messages through a variety of mediums including print resources, electronic communication, mass media and social marketing initiatives
- Acts as a subject matter expert ensuring accuracy of content of all environment related information materials and correspondence
- Generates options with rationale for action and demonstrates an understanding of internal and external dependencies with a focus on strategic implications of issues/actions
- Implements Land Trust plans and programs such as land securement , stewardship and outreach

- Participates in the budget planning and audit process with the Executive Director and Financial Officer
- Committed to working in tandem with internal and external stakeholders to support short term and long term needs that enable the success of Land Trust initiatives
- Acts as an environmental subject matter expert for staff on key issues related to relevant environmental programs and strategies
- Remains current on best practices in environmental legislation
- Actively supports the Land Trust's culture of land securement promotion within the context of its mission
- Performs other duties as required

Required Qualifications and Skills:

- Minimum of 5 years progressive experience in land securement, environmental communications or fundraising and office management
- University or College education in communications, fundraising, land management or business management
- Strong knowledge and understanding of land securement and environmental issues and experience communicating the importance of land protection
- Exceptional writing skills Demonstrated program and project development and evaluation
- Excellent conceptual, analytical and research skills with the ability to efficiently analyze and synthesize complex information
- Experience with a range of stakeholders
- Experience with grant writing and the development of funding proposals
- Strong computer skills with experience in MS Windows, Excel, Word, Powerpoint databases and web-based applications
- Excellent analytical oral and written communication skills
- Excellent interpersonal and customer service skills; ability to work easily and effectively with a wide range of people, build trust and solid relationships, be diplomatic and exhibit sensitivity
- High attention to detail; ability to work to strict deadlines and under pressure
- Ability to plan and coordinate complex activities, organize multiple tasks and prioritize work
- Ability to work independently and as part of a team
- Ability to work with highly sensitive information and maintain confidentiality
- Valid Ontario driver's license

Desirable Qualifications and Abilities:

- Experience working in environmental organization or Land Trust
- Experience working in a complex, multi-level environment or organization
- Extensive knowledge of and experience within the not-for-profit environmental sector

When and where:

Full time contract. Available immediately. Compensation commensurate with experience. Work from our main office located at:

Cawthra Mulock Nature Reserve

18462 Bathurst Street

Newmarket, On L3Y 4V9

Our commitment to you: An orientation session will be provided, and staff will provide ongoing support and feedback.

What's in it for you? Build and enhance your knowledge of the Moraine, the Oak Ridges Moraine Land Trust, and its activities. Be part of a great not-for-profit charity organization which dedicates its efforts to the protection and management of the ecologically significant Oak Ridges Moraine.