 MANAGED FOREST COUNCIL	JOB POSTING – Executive Director Langford, BC May 23, 2025
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Opportunity: The Executive Director is responsible for strategic planning and execution of Council business including general administration and office management; financial control; human resources management; field inspections, investigations, and audits; policy development; contractor management; and external relations. The Executive Director is accountable to the members of the Council, providing professional and administrative support and ensuring that the Council's policy decisions are carried out effectively and in accordance with the requirements of the *Private Managed Forest Land Act*.

Reports to: Council members through the Council Chair

Direct Reports: Office Administrator

Hours: Full time; 37.5 hours/week

Location: Office in Langford, BC. Flexibility for hybrid work arrangement

Salary Range: \$125,000 - \$135,000 annually

Start: late fall/ winter 2025


Responsibilities

Organizational Planning and Operations

- In conjunction with Council, develops strategic and operational plans; prepares a corporate plan and annual report
- Coordinates and oversees inspections, investigations, and audits; hires and supervises consultants; carries out field inspections
- Responds to issues and complaints; responsible for decision making and resolution
- Prepares Council annual budget; monitors income and expenses, manages overall staffing and other costs, manages short term investments
- Works with landowners to ensure applications meet regulatory requirements
- Prepares for and attends all Council meetings; confers regularly with the Chair
- Represents the Council at conferences and other events

Qualifications

- Registered or eligible for registration with FPBC

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Experience & Skills

- Experience in progressively more responsible roles in senior staff positions, with a minimum of 8-10 years' experience in operational forest management and administration
- Experience dealing with professional organizations and government agencies on forest land related issues.
- Experience across the spectrum of planning and operational forest management including harvesting, roads, and silviculture activities.
- Experience working effectively with a board of directors, First Nations, resource industry, all levels of governments and government agencies, professional organizations, and the public.
- Experience planning and conducting inspections, audits and non-compliance investigations.
- Experience with budget processes, financial, human resources management, and administrative management.
- Excellent interpersonal, organizational and leadership skills
- Excellent written and verbal communication skills

About the Managed Forest Council and the Managed Forest Program

The Private Managed Forest Land Council is an independent provincial agency established in 2004 under the Private Managed Forest Land Act to administer the managed forest program and protect key environmental values on Private Managed Forest Land in British Columbia. These values include soil conservation, drinking water quality, fish habitat, and reforestation. See Council website at <https://www.mfcouncil.ca/> for information on Council mandate, who we are and what we do.

Applications for this position including a resume/CV must be submitted by email to office@mfcouncil.ca by June 16, 2025

We appreciate the interest of all applicants, however only those selected for an interview will be contacted.