

Northeast Seed Management Association (NeSMA).

NeSMA is seeking an individual for the position of General Manager whose primary role is to manage the business, technical and administrative affairs of the organization on behalf of the Board of Directors.

Reporting to a Board comprised of representatives from NeSMA's forest industry partners, the incumbent provides professional, technical and administrative direction in the planning and implementation of the genetic resource management program.

The incumbent will be engaged with NeSMA as an independent contractor and is responsible for the provision of his/her own reliable vehicle appropriate for the scope of work. NeSMA is open to proposals from individual consultants or consulting firms with the requisite expertise and capacity.

Location: Northeastern Ontario, Canada

The full job description is provided.

Please submit Cover Letters and resume to:

Jeff Barton
General Manager
Northeast Seed Management Association
nesmagenmgr@gmail.com

Job Description

General Manager; Northeast Seed Management Association

About NeSMA

Northeast Seed Management Association (NeSMA) is a not-for-profit company funded primarily by its forest industry partners and Ontario's *Forest Futures Trust Fund* whose mandate is to support the implementation of Forest Management Plans in Northeastern Ontario through the provision of improved and climate change appropriate tree seed. Responsible for the Tree Improvement program through most of Northeastern Ontario, providing seeds and managing operational activities for seed orchards in the region, NeSMA's mission is to deliver a responsive forest genetics program for our partners that emphasizes the timely production of improved seed that is adapted for a changing climate to its members.

About the Role

The primary role of the General Manager of NeSMA is to manage the business, technical and administrative affairs of the organization on behalf of the Board of Directors.

Reporting to a Board comprised of representatives from NeSMA's forest industry partners, the incumbent provides professional, technical and administrative direction in the planning and implementation of the genetic resource management program.

The successful applicant will be engaged with NeSMA as an independent contractor and is responsible for the provision of his/her own reliable vehicle appropriate for the scope of work. NeSMA is open to proposals from individual consultants or consulting firms with the requisite expertise and capacity.

Duties/Responsibilities

- Coordinate the annual plans so that they are consistent with the Strategic Plan for the Forest Genetic Resource Management Program and NeSMA 's Strategic Plan
- Provide advice and information about forest genetics to NeSMA staff, consultants, Board of Directors and others
- Provide direction on seed and stock deployment.
- Identify the need for, research and approve the use of new techniques and practices
- Supervise the implementation of breeding strategies

- Ensure adherence to all pertinent forest genetics legislation, policies and regulations
- Monitor and evaluate the performance of all programs; determine and direct changes and improvements
- Communicate/confer with professionals in similar positions throughout Canada.
- Provide primary point of contact with Forest Futures Trust Committee and other funders
- Establish, implement and supervise adherence to all company policies and procedures
- Coordinate the financial planning e.g. budget, in-year adjustments
- Manage and be accountable for all fiscal and financial matters
- Identify and investigate external sources of funding; negotiate and implement funding agreements
- Schedule meetings of the Board and staff
- Advise the Board of Directors on matters pertaining to their corporate responsibilities
- Report to the Board of Directors; prepare Board meeting agenda and attend all meetings
- Update 10-year business plan and Strategic
- Work with NeSMA's accountant to ensure that the company is in compliance with all legislation and regulations
- Define the vision and plan for the short- and long-term changing needs of the company
- Develop and maintain a good relationship with all partners
- Research and participate in public awareness and education opportunities.

Staffing and Licensing Requirements

The successful applicant must possess a Registered Professional Forester (RPF) designation from the Ontario Professional Foresters Association or have the ability to transfer designation from out-of-province and be able to practise professional forestry without professional supervision.

Candidates who do not exactly possess the required professional designation could be

considered if they can demonstrate significant and pertinent working knowledge of forest genetics, achievements and experiences in operational management.

A valid Ontario drivers' licence (minimum Class 'G') is required.

Knowledge

- Professional expertise and training in forestry and related discipline with emphasis on forest genetics at a level normally associated with a postgraduate degree.
- high level working knowledge of supervision, managing several projects and issues at the same time, private corporation business practices and legislation, conflict resolution and negotiating.
- Understanding of provincial legislation and policies related to forest genetics and the relationship between Forest Management Planning (particularly long term silvicultural planning) and forest resource genetics management
- A working understanding of the implications of climate change on the silvicultural programs associated with boreal forests in Northeastern Ontario

Skills

- Strong oral and written communication skills to prepare reports, plans, lead meetings, and make presentations.
- Ability to use personal computers for a variety of functions and with a variety of software
- Consultation and facilitation skills
- Project and time management skills to lead/deliver geographically dispersed programs simultaneously and meet deadlines
- Priority setting, delegation, monitoring and supervision skills
- Motivated and results oriented
- Superior evaluation, analytical/problem-solving, and strategic thinking
- Decision making, innovation, judgment, coordinating, strategic planning and research skills
- Financial and contract management

Freedom of Action

The position works within existing corporate and employment legislation and government policy related to forest genetics and the operating of private corporations.

- Day-to-day operation of the company
- Approval of financial transactions within the approved budget
- Manage the annual budget approved by the Board;
- Address any personnel matters
- Make recommendations to the Board of Directors regarding major commitments such as changes to company structure; the Board makes the final decision.
- Report to the Board of Directors to be accountable for delivering on the annual work plan for all programs and the financial integrity of the company.
- Direct all technical matters pertaining to the delivering of programs with sound scientific principles.
- With direction of the Board, plan and manage the strategic direction of the company

Compensation.

Annual compensation range is \$35,000.00 - \$40,000.00 (Cdn) commensurate with experience. The position and wage is subject to ongoing funding support by Forest Futures Trust Fund.

Work Location:

This position is based on a hybrid work model and includes both office and field elements.

A Principle or seasonal residence in northeastern Ontario is considered an asset.

A reliable vehicle appropriate for forestry roads is required periodically for this position. Work related travel will be compensated based on a point of origin with the Northeastern Ontario.