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## **EXECUTIVE DIRECTOR**

### **EMPLOYMENT OPPORTUNITY**

Alberta TrailNet Society (TrailNet) is seeking a dynamic individual with substantive leadership and program/project management experience to promote and support the planning, development and implementation of Trans Canada Trail and other trail development and active transportation initiatives in the Province of Alberta.

Under direction of the TrailNet Board of Directors (the Board), the **Executive Director** serves as the chief operations officer for Alberta TrailNet Society. This person is responsible for:

- Oversight and supervision of staff, consultants, contractors and current projects;
- Day to day activities and yearly planning for the organization;
- Manage budgets and financial reporting requirements in consultation with the Board Treasurer and the corporate accountant; and
- Implementation of Society policies, bylaws, agreements and decisions pertaining to the operations and initiatives of the Society.

This position reports to the Board President and is supported by the Committees and expertise of the Board of Directors

### **KNOWLEDGE, SKILLS & ABILITIES:**

- A University degree in Natural Sciences, Land Planning, Design, Business Management and/or equivalent experience.
- Minimum seven (7) years of government or equivalent experience in public recreation planning and development.
  - Demonstrated experience with developing, assessing and implementing strategic and operational plans.
  - Ability to prioritize and handle multiple tasks simultaneously, work independently, display accountability and strive for excellence.
  - Display the following behaviors – commitment to collaboration, innovation, vision and adaptability.
- Sound, detail-oriented administrative practices with experience in fiscal, budget and contract management including:
  - Experience in grant administration (managing applicant grant proposals, approvals and reporting processes);

**PROMOTING A TRAIL NETWORK, INCLUDING THE TRANS CANADA TRAIL, CONNECTING ALL ALBERTANS**

- Ability to negotiate and oversee partnerships and contractual processes and agreements with various agencies, organizations, consultants and contractors;
- Familiarity with government funding opportunities and performance reporting processes;
- Ability to oversee and maintain all Society grant and contractual agreements, reporting, and corporate records.
- Superior interpersonal communication (verbal, written, presentation) skills.
  - Demonstrated ability to: resolve complex issues using cooperative and collaborative approaches; forge key partnerships with external stakeholders; and be a team player.
  - Proven supervisory and leadership experience within a team setting.
- Collaboration with federal, provincial and municipal governments to promote active living, healthy lifestyles and community development. Work closely with all levels of governments, Indigenous (First Nation, Metis) communities, local trail groups and other trail partners and users to promote and enable:
  - Environmental sustainability;
  - Public safety, respect and cooperation among trail users;
  - A variety of outdoor recreation opportunities.
- Other
  - Computer proficiency with a solid understanding of MS Office applications.
  - Alberta Driver's License; ability to travel and work flexible hours.
  - This position entails some field work related to proposed trail routing evaluations and project progress reviews, inspections and approvals.
- Desirable.
  - Experience working in not-for-profit/charitable sector and volunteer board environments.
  - Fundraising/marketing experience an asset.
  - Experience in grant writing and fund development initiatives an asset.
  - Land management experience (lease and crossing agreements, etc.) is an asset.

This is a permanent full-time employment position. Remuneration is commensurate with experience and qualifications.

**Location:** Percy Page Centre, 11759 Groat Road, Edmonton.

### **How to Apply**

Online applications will be accepted until midnight MST on the closing date. Applications must include a cover letter, resume, and contact information (phone and email). Send to [atnadmin@telus.net](mailto:atnadmin@telus.net), subject line "Executive Director 2022".

**Closing Date: November 30, 2022**

Posting will remain open until a suitable candidate has been found. Alberta TrailNet Society is an equal opportunity employer. We thank all applicants for their interest, however only those considered qualified for the position will be contacted. [www.albertatrailnet.com](http://www.albertatrailnet.com)