



16 Herring Cove Road,
Welshpool NB E5E 1B6
www.canadianwhaleinstitute.ca

Position Opening: Executive Director at the Canadian Whale Institute

The Canadian Whale Institute, a registered charity (1997), is seeking an Executive Director with exceptional management, fundraising, and strategic planning abilities.

This individual, guided by priorities and principles established by the Canadian Whale Institute board and staff and in association with the chief scientist, will be instrumental in addressing both immediate operational needs and steering the Institute's long-term development. As the leader of a passionate and committed team, the Executive Director will inspire and guide a small but dynamic staff who have substantial experience raising funds, implementing field work, data analysis and collaboration with colleagues. Located on Campobello Island, New Brunswick Canada the position offers a unique opportunity to be at the heart of North Atlantic right whale conservation efforts.

Their responsibilities include developing, managing, and obtaining funding for a successful ongoing whale research program; overseeing the conservation, education, and outreach activities of CWI; and working with our Campobello Whale Rescue Team's response program to ensure its successful deployment, management and sustainability. They must have a proven track-record in successful organizational management, fundraising and financial management, and partnership development. They should be an excellent communicator who is energetic and collaborative with a genuine passion for marine research and conservation.

Details

Status:	Part-time (~20 hours/week)
Salary Range:	Commensurate with experience
Duration:	One-year fixed term contract with possibility of renewal
Location:	Ideally located in the Canadian Maritimes, Remote possible
Start Date:	April 1, 2025

Background

Established in 1997, the Canadian Whale Institute is a non-profit organization with a mission to conduct and support activities to better understand and protect marine mammals, with a focus on the critically endangered North Atlantic right whale, and to promote awareness and responsibility for their habitats. We are committed to promoting marine conservation through education, research, and marine community engagement through industry stewardship.

To achieve this at CWI we:

- **Collaborate** with marine industries to *mutually develop solutions* that mitigate the effects of their activities on marine mammals, with a focus on the North Atlantic right whale.
- **Conduct scientific research**, share knowledge, and design evidence-based solutions.
- **Provide educational programs** and resources on marine mammals and their environment, for the public, marine industries, and government policy makers.
- **Respond to whales** that are entangled and entrapped in fishing gear.

Our philosophy is one of cooperation and shared development of solutions that allow for the sustainable coexistence of the fishing and shipping industries and the marine mammals and other sea life that inhabit the ocean.

Position Description

The Executive Director will inherit a successful organization with a rich history of successful impact on North Atlantic right whale research, conservation, education, and industry stewardship. The role involves working closely with a dedicated science, education and whale response team to fulfill the Institute's mission. The Executive Director (ED) is responsible for the administrative management of the Canadian Whale Institute (CWI). This includes the general management of annual operating budget, accounts, project budgets, and assets; as well as the broader cultivation and/or enhancement of relationships with existing partners, donors, and sources of funding. It also includes the development, management, and administration of appropriate policies and procedures. The ED must be an effective communicator, and develop and maintain a positive working relationship with the Board and other members of CWI.

Key Responsibilities

1. Organizational & Administrative Leadership

- Lead CWI, guided by the priorities and principles established by the Institute's staff and chief scientist with the advice of the Board of Directors.
- Prepare and maintain documentation appropriate for management of CWI:
 - Annual operating budget
 - Implementing the policies and procedures in the employee handbook,
 - Inventory of equipment, properties, supplies, and other assets; their value; and any maintenance schedules in the past or required for the future,
 - Annual and interim progress reports and budgetary reports,
 - Maintain the legal non-profit status of CWI.
 - Ensure that our legal and insurance policies and procedures are appropriate and up-to-date.
- Procure and track materials and supplies as needed.

2. Fundraising & Partnerships

- Cultivate and/or enhance relationships with existing partners, donors, and sources of funding.
- Identify and foster new partnership opportunities and beneficial relationships.
- Develop and implement new fundraising and donor opportunities and strategies.

3. Financial Management

- Lead the management of CWI's budget in association with other personnel and the Board.
- Ensure that banking and budgeting policies and procedures are appropriate and up to date.
- Create financial sustainability through diverse fundraising strategies, donor relations, and in collaboration with CWI scientists.
- Monitor financial performance and report regularly to the Board on the fiscal health of CWI and progress towards financial goals.

4. Personnel Management

- Manage Human Resource functions
 - Develop and administer employee contracts and review of position descriptions,
 - Ensure the proper administration and legal status of such employment (training, insurance coverage, etc.),
 - Perform annual performance evaluations
 - Manage associated budgets.

5. Board Support

- Establish and maintain a productive relationship with the Board and other members of CWI, providing information, documentation, and support as necessary.
- Collaborate with the Board to implement and monitor applicable policies and procedures.
- Prepare agenda and minutes and participate and organize regular Board meetings.

Qualifications

Proven experience in nonprofit leadership, administration, or a related field.

Strong skills in fundraising, grant writing, event planning, and community relations.

Demonstrated ability to manage budgets and maintain financial sustainability.

Excellent communication, organizational, and leadership skills.

Passion for marine mammal conservation and education.

Education: Bachelor's degree preferred (Marine Biological Sciences, Nonprofit management, or related field preferred).

Application Process

Interested applicants should submit the following:

- Cover Letter
- Resume
- Email submission to: info@canadianwhaleinstitute.ca
- Deadline: March 7th, 2025, 5:00pm AST