

Organization: Peninsula Streams Society (PSS)

Role: Executive Director

Location: Greater Victoria, BC (hybrid: mix of office, field, and remote work)

Employment Type: Full-time, permanent (37.5 hours per week)

Salary Range: \$85,000 - \$110,000 annually

About Us

At Peninsula Streams Society, we believe that every drop counts — and that local action drives lasting change, building a legacy of healthy streams and shorelines.

PSS is a community-powered non-profit dedicated to protecting and restoring the creeks, wetlands, and coastal habitats that sustain life across Southern Vancouver Island. Through **our pillars of ecological restoration, environmental education, and community stewardship**, we connect people to place and work across sectors to achieve collective environmental goals.

The Opportunity

We are looking for a passionate, strategic, and community-minded Executive Director to continue our Mission and lead our growing organization into its next chapter. This is a rare opportunity to blend visionary environmental leadership with grassroots community impact.

As Executive Director, you'll oversee operations, partnerships, fundraising, and programs — guiding a small but mighty team of staff and many volunteers. You'll be the voice of the organization, building relationships with local governments, Indigenous and NGO partners, schools, and the corporate sector to strengthen watershed resilience across the region.

Position Overview

Reporting to the Board of Directors, the Executive Director provides strategic and operational leadership to advance PSS's mission and multi-year restoration, monitoring, and education programs. The Executive Director will:

- Lead development and delivery of projects that enhance fish and wildlife habitat, improve water quality, and build climate resilience through Nature-based Solutions.

- Oversee staff (biologists, administrative) and contractors, fostering a collaborative, safe, and inclusive workplace.
- Cultivate trust-based, collaborative relationships with Indigenous, local, regional, and federal governments; community partners; funders; businesses; and volunteers.
- Develop and implement strategic plans, annual operational plans, and budgets in collaboration with the Board and staff.
- Lead PSS's public presence through media relations, outreach, and organization events, and active participation in local, regional, and provincial networks.
- Ensure the organization meets all legal, financial, and charitable obligations.

Project & Program Leadership

- Develop and deliver high-impact and innovative projects and programs across our pillars that reach multiple watersheds and diverse communities
- Support science-based monitoring, community science programs, education and outreach, and innovative Nature-based Solutions.
- Oversee project planning, permitting, budgeting, risk management, and reporting.

Administration & Finance

- Prepare grant proposals, budgets, and financial reports.
- Ensure organizational financial health through effective budget management.
- Maintain, develop, and implement human resources policies and practices.
- Keep the Board informed of the organization's activities and any relevant legislative and regulatory changes.
- Oversee and ensure adherence to PSS's financial policies and procedures.

Strategic & Organizational Development

- Lead long-term planning to ensure financial sustainability and program growth.
- Diversify funding sources, including major grants and individual giving campaigns.
- Foster a strong organizational culture of collaboration, learning, and equity.
- Support the Board in setting strategic direction; oversee development and execution of operational plans with staff.

Competencies & Skills

- Strategic and analytical thinker.
- Demonstrated ability to guide complex projects and partnerships.
- High level of tact, diplomacy, and relationship management.
- Financial and business acumen.
- Excellent project management; able to balance multiple priorities and deadlines.
- Ability to embed equity, diversity, and inclusion across organizational practices, including the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), towards reconciliation.
- Technical knowledge and background in one or multiple of the program's pillars.
- Confident public representative with stakeholders, funders, media, and community audiences.
- Strong people leadership; able to lead staff and volunteers in developing and managing projects.

Essential Qualifications

- Undergraduate degree in a related science or discipline, with proficiency in administrative and human resources practices.
- Experience working and liaising with Indigenous Nations and communities.
- Demonstrated leadership in a non-profit organization.
- Proven project management experience, including a minimum of two years managing a professional team.
- Proven ability to manage an annual operating budget of approximately \$1 million.
- Demonstrated success in grant writing.
- Must have a valid BC driver's license and access to a vehicle

Preferred Qualifications

- Master's degree in biology, aquatic/environmental science, or related field. Post-secondary coursework in business administration, finance, or human resources.
- Five or more years of managerial experience in a similar role.
- Previous experience leading a non-profit organization.
- Experience working and liaising with various government bodies.
- Eligibility for, or current registration as, a Registered Professional in a Natural Science field (e.g., R.P.Bio., P.Ag., or equivalent).

Salary & Benefits

\$85,000–\$110,000 per year, commensurate with qualifications and experience, plus a competitive benefits package and paid vacation.

Equity Statement

Peninsula Streams Society is committed to fostering an inclusive, equitable, and respectful workplace. We value intersectionality in environmental leadership, including diverse perspectives and lived experiences. We encourage applications from members of Indigenous and diverse communities, protected groups, persons with disabilities, and others who will contribute to equitable representation.

How to Apply

Submit a single PDF containing your cover letter and resume outlining relevant experience:

- Name your file: *Lastname_Firstname_PSSExecutiveDirector.pdf*
- Email to: peninsulastreams@gmail.com
- Subject line: *Application – Executive Director*
- Application Deadline: Jan 11th, 2025, at 11:59 p.m. PST
- Anticipated Start Date: April 1st, 2026 (flexible for the right candidate)

Applications will be reviewed on a rolling basis until the position is filled, early submissions are encouraged. Only shortlisted candidates will be contacted for interviews. Applicants must be legally entitled to work in Canada.