

**EXECUTIVE DIRECTOR – Seeking a bold, passionate, and visionary leader for our organization**

**Location:** Kelowna, B.C., Syilx Territory

**Application Deadline:** 4:00 pm, January 24, 2025

**Terms:** Full time, permanent

**Status:** Canadian Citizen or Permanent Resident

**About Us:**

The Okanagan Basin Water Board (OBWB) is a local government watershed agency, established in 1970, under provincial legislation. OBWB provides leadership to protect and enhance quality of life in the Okanagan Basin with sustainable water management. We achieve this through strategic projects and programs that support local communities. The OBWB has a 12-member board, and a small team of staff, focused on science-based collaborative solutions. We work on challenges related to water quality, water supply and demand, adapting to climate change, and other water issues across the spectrum. You can learn more about us at [obwb.ca](http://obwb.ca). The OBWB Governance Manual, detailing our legislative mandate and structure is here ([link](#)).

**The Role:**

As OBWB Executive Director, you will play a key role in shaping the future of our organization and the Okanagan watershed. You will lead a talented, experienced team, engage with diverse partners, and drive strategic initiatives that will have lasting local impact and influence across B.C. and Canada. See attached job description for more information.

**You will:**

- Develop and action a bold, strategic vision that aligns with our mandate, mission and goals.
- Inspire and cultivate a culture of excellence and collaboration among our dedicated team.
- Build and strengthen relationships with key partners, including Indigenous leaders, government officials (local, regional, provincial and national), businesses, and community leaders and communities.
- Champion, develop and put into action science-based initiatives for climate adaptation.
- Oversee our organization’s financial health.
- Share information and educate the public through compelling writing and public speaking.
- Understand the nuances of politics and how to work with politicians and staff from all levels of government, to achieve our goals.
- Lead the development and implementation of innovative programs that address critical Okanagan watershed issues.

**Ideal Candidate:**

- A proven track record of leadership and management in government, the environmental or nonprofit sectors.
- A strong understanding of environmental science and climate change issues, and the challenges facing our planet.
- Experience addressing water issues in rapidly growing, water-stressed regions.
- Experience with policy and the political context.
- Exceptional communication and interpersonal skills, both written and verbal.
- A passion for action and a commitment to achieving tangible results.
- A collaborative and inclusive leadership style.

**Compensation and Benefits:**

**Salary Range:** \$140,000 - \$170,000 depending on qualifications and experience.

**Hours:** Full-time, with a somewhat flexible schedule

**Benefits:** Following a probation period, OBWB offers a competitive benefits package including health and dental, sick leave, disability insurance, vacation, and enrollment in the Municipal Pension Plan.

**Location:** Work will primarily be in-office in Kelowna, B.C., with occasional travel within B.C. and Canada, and some flexibility to occasionally work remotely or from home.

**Application Process:** We anticipate having a multiple-interview process (2 interviews, virtual or in-person). Those selected for interviews will be asked to submit references.

Please submit your resume and cover letter (in PDF or Word) by 4:00 p.m., January 24, 2025, to OBWB Executive Director, Anna Warwick Sears, [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca). Those selected for interviews will be contacted by January 31<sup>st</sup>. We expect to have the first round of interviews February 5, 6, and 7.

The Okanagan Basin Water Board is committed to fostering a diverse and inclusive workplace. We are an equal opportunity employer and embrace all aspects of equity, diversity, and inclusion in our hiring practices. We encourage applications from all qualified individuals.

# OBWB Job Description



**Position Title:** Executive Director

**Date:** December 6, 2024

**Reports To:** Board Chair and Directors

## Job Purpose/Summary:

The role of the Executive Director is to lead the execution of the Board's vision within the OBWB's mandate; the operation of OBWB programs; hiring and managing staff; financial management and budget control; and working with the Board and the Okanagan Water Stewardship Council to develop and implement long-term strategic plans.

## Principal Accountabilities:

- Reports directly to the Board, acting as Board representative and primary liaison for Indigenous and non-Indigenous political leaders, government officials and staff from local, provincial, and national levels.
- Primary spokesperson to the media and public, making presentations and sharing information as required.
- Leads board strategic planning and incorporates new ideas from the Okanagan Water Stewardship Council.
- Provides strategic leadership to all board programs:
  - Water Management
  - Watermilfoil Control
  - Sewerage Facilities Infrastructure Grants
- Sets the monthly Board agendas with the Board Chair, and reports monthly to the Board on various aspects of Board activities.
- Establishes Board policies for human resources.
- Develops goals, and partnerships for Okanagan water planning and scientific research.
- Oversees external grant writing and development of funding partnerships.
- Sets and signs grant and funding agreements on behalf of the board.
- Final signing authority with hired contractors on behalf of the Board.
- Senior leadership for collaboration and partnership development.
- Responsible for planning and setting annual budget, financial controls, and supporting annual audit.

## Reporting Relationships:

Employees: 10

**Current Direct Reports:** Seven FTE office staff  
**Current Indirect Reports:** Three FTE milfoil staff,

## Knowledge, Skills & Experience

### Required Education and Training:

- Post-secondary degree

### Required Skills and Experience:

- Executive management and leadership
- Excellent writing and speaking skills
- Experience with collaboration and group process

### Desired Skills, Experience, and Qualifications:

- Graduate degree in natural sciences, water engineering, business, geography, political science, or related relevant field
- Direct experience addressing water issues in rapidly-growing, water-stressed regions
- Training in local government administration

## Working Conditions:

**Physical Effort:** Minimal physical effort required with duties involving alternating positions of light physical activities.

**Physical Environment:** Minimal exposure to unpleasant or disagreeable conditions, with most hours spent in a moderated physical environment.

**Mental Stress:** Moderate mental stress possible during periods of tight deadlines; possibility of unpleasant contact with public.

**Sensory Attention:** Limited demands on sensory attention with occasional periods of medium-intensity concentration required for advanced work processing and data entry.