



Islands Trust

MANAGER, ISLANDS TRUST FUND – ADMINISTRATIVE OFFICER R27

SALARY RANGE: \$60,140.27 - \$68,789.40.

Full Time Temporary BCGEU Position

April 2009 to April 2010

LOCATION: VICTORIA, BC

Competition: CS2009:45580

The Islands Trust is incorporated under the Islands Trust Act of British Columbia. The mandate of the Islands Trust is to preserve and protect the Trust Area and its unique amenities and environment, for the benefit of the residents of the Trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, the provincial government, and other related organizations and people.

The Trust Fund Board, as a special provincial conservation agency under Islands Trust, is authorized to acquire land and money to further the mandate of the Islands Trust. The Board can accept land, conservation covenants, and other financial contributions from benevolent individuals, corporate donors, and government. The Trust Fund Board is responsible for the management and disposition of funds and acquisition and management of lands it holds. It currently owns 18 nature reserves and holds conservation covenants on 49 additional properties. To ensure a balance of both local and provincial interests the Board consists of 3 trustees elected by Trust Council from its 26 members and 3 trustees appointed by the Province.

Reporting to the Director of the Trust Area Services, the Islands Trust Fund manager is responsible for delivering all aspects of the Trust Fund Plan and Trust Fund Board policies, while supervising a small team of professionals and contractors. The manager develops and implements policies and procedures for land acquisition and management; provides professional advice and support to the Board and other political entities; and prepares and monitors the Trust Fund Board's annual budget. The manager provides sound advice on financial, legal and risk management issues to protect the Trust Fund Board from liability. The manager supervises the work of communications staff, making public presentations and giving interviews to the media on topics that may be controversial.

Required Qualifications:

- University degree in environmental studies, resource management, public administration or related field.
- Five years experience in program administration in several of the following areas: human resources, budgeting, policy, planning, fund-raising, land trust operations, property management and environmental protection.
- Demonstrated success at the hiring and supervision of professional and support staff.
- Proven success in tendering contracts and managing independent contractors.
- Extensive experience with the operation of elected or volunteer Boards.

- Demonstrated success at budget preparation, management and reporting.
- Outstanding interpersonal, organizational, conflict resolution, negotiation, computer and oral and written communication skills.
- Awareness of and concern for the conservation issues affecting the Gulf Islands.

Prior to submitting an application/resume and cover letter, please go our website <http://www.islandstrustfund.bc.ca>, to become familiar with the Islands Trust Fund. Also, the see the Employment Tab for a complete list of qualifications and responsibilities in the Job Description.

Flexible work options are available.

If selected for an interview, references will be required from 2 recent supervisors, a peer, a subordinate, and a board member.

An eligibility list may be established, required to work evenings/weekends, must be willing to work overtime, travel is a requirement, lesser qualified applicants may be appointed at a lower level.

For more information please contact Jennifer Eliason at 250-405-5191.

Please submit a resume, quoting the Competition number **CS2009:45580**

Competition: CS2009:45580
Closing Date: February 9, 2009
Apply to: Islands Trust
Suite 200 - 1627 Fort St
Victoria, BC V8R 1H8
or email: [Employment](#)
Contact: **Jennifer Eliason**
Phone: (250) 405-5191
Fax: (250) 405-5155

Alternatively you may also wish to view employment opportunities on the provincial government [postings](#) Website, as we publish employment opportunities in accordance with provincial government human resources policies and procedures.