Southwest District Manager

Location to be determined

Southwest Saskatchewan

The Saskatchewan Association of Watersheds (SAW) is a non-profit, environmental organization whose mandate is to deliver projects and programming to protect, improve and sustain ground and surface water quality for communities and residents across Saskatchewan. We are seeking a goal-oriented professional to join our team, as the Southwest District Manager. The successful candidate will have knowledge of current Saskatchewan agriculture and environmental trends and issues and experience in agriculture, environment and/or conservation. We are looking for strong team players that demonstrate leadership and enthusiasm for their work, are self-motivated and exceptional communicators, and have a willingness to learn as well as share knowledge. Our successful candidate must be located in, or willing to relocate to, SAW's Southwest District and could potentially work from a home office located in this area.

Reporting to the Program Director, our District Managers are leaders in developing and delivering watershed stewardship and agricultural beneficial management programming throughout the province of Saskatchewan while providing direct guidance and supervision to regional team members. As the Southwest District Manager, you will ensure the smooth functionality of SAW's operations as it relates to programming deliverables and SAW's strategic objectives.

KEY RESPONSIBILITIES:

- Plan, direct, schedule and strategize to achieve program delivery goals.
- Ensure the day-to-day operations of the district aligns with SAW's long-term plans, budget, and policy guidelines to deliver successful programming initiatives.
- Ensure satisfactory implementation of district programming.
- Supervise, lead, and coach all district employees by planning, scheduling, assigning, monitoring, guiding, and reviewing their work.
- Participate in the recruitment of district staff including orienting and training new staff members.
- Ensure satisfactory performance of district staff.
- Assist the Program Director with preparation and monitoring of district budgets and project reporting.
- Assist with the delivery and fundraising of projects and programming.
- Liaise with regional watershed groups and stakeholders such as government and community organizations to aid in the delivery of regional and provincial programming in the district.
- Develop and liaise with the District Advisory Committee.
- Provide technical expertise, advice and guidance on conservation and stewardship matters.
- Demonstrate clear, accurate and consistent communication of SAW's mission, vision, and programming to a wide variety of audiences.
- Represent the Program Director on various committees, as designated.
- Maintain a variety of records, files, and databases.

- Complete accurate and timely reports, as designated.
- Work effectively under pressure to meet deadlines and program deliverables.

MINIMUM QUALIFICATIONS:

- Undergraduate degree or diploma in business management, agri-business, agriculture, natural resources management, conservation, environmental science, or another related field of study, and at least 5 years experience in agri-environmental initiatives, watershed stewardship, land conservation, non-profit organizations, and/or related field.
- Proficient at using MS Office software.
- Having a reliable vehicle, a valid Class 5 Driver's License, and being legally able to work in Canada are requirements for this position.
- Have a forward-thinking mindset, strategic experience, and planning skills.
- Experience working with agricultural producers, rural and urban municipalities, and/or industry.
- Experience in management, sales, extension, and/or program delivery.
- Experience in developing and managing team members, diverse projects, and coinciding timelines.
- Strong written and oral communication skills, including delivering presentations and effective public speaking, in English is required.
- A goal-driven, organized, and self-motivated attitude with a demonstrated ability to lead remote teams is an asset.
- Holding a professional designation, such as Professional Agrologist, Professional Engineering or Professional Geoscientist, or eligibility is desirable, but is not a requirement.
- Project management and GIS experience are assets.
- Demonstrated ability to lead teams, build relationships, and work successfully with diverse audiences, stakeholders, industry, and all levels of government would be considered assets in this role.

LOCATION:

- The Southwest District Manager Position will require the successful candidate to live in, or be willing to immediately relocate to, SAW's Southwest District. This location will vary between working remotely or in an office setting depending on the location and desire of the successful candidate.
- SAW's Watershed District Map is located on the SAW website at Watershed Districts | Saskatchewan Association of Watersheds (saskwatersheds.ca)

SALARY:

- The annual salary range for this position is $60,000 to $75,000, depending on qualifications and experience.
- Our management team's typical work week is 37.5 hours (8:00 am to 12:00 pm and 1:00 pm to 4:30 pm Monday through Friday). However, from time-to-time operational needs may dictate that you work more than 37.5 hours and there may be weekend work as well. This is an exempt, salaried, managerial position.

HOW TO APPLY:

- **Submit applications to: Lynne Roszell, Program Director at Saskatchewan Association of Watersheds at programdirector@saskwatersheds.ca.**
- Applicants are asked to clearly describe in their resume and cover letter how they have gained the desired knowledge and abilities for this position. Selections for interviews will be made based on this information.
- Please state in your application which District Manager position you are applying for.
- **We thank all that apply; however, only those selected for an interview will be contacted.**

Closing Date: 5pm on Thursday, June 15, 2023.