

WildSafeBC Development Coordinator

British Columbia Conservation Foundation is seeking an energetic, organized and adaptable person to fill a fast-paced role in wildlife management and outreach. The ideal candidate will possess both work and lived experience in the natural environment and fundraising. This ideally includes education in marketing and the environmental sector. The individual brings a positive can-do attitude to the job, as well as a willingness to learn, adapt, and respond quickly while maintaining a high standard of attention to detail. The **WildSafeBC Development Coordinator** reports to the **Regional Manager**.

JOB DESCRIPTION

Position Title: WildSafeBC Development Coordinator

Term: Permanent position with a 3-month probation period

Salary: \$25 – \$31/hr

Location: Kamloops

Report to: Regional Manager

Closing Date: January 26, 2025 or until filled

[WildSafeBC](#), a signature program of BC Conservation Foundation, is the provincial leader in preventing conflict with wildlife through collaboration, education and community solutions. The goal of WildSafeBC is keeping wildlife wild and communities safe. WildSafeBC uses evidence-based research to address root causes of human-wildlife conflicts.

WildSafeBC collaborates with many partners to provide education and community-based solutions to mitigate human-wildlife conflicts. This includes various provincial government departments, local governments, Indigenous communities and ENGOs. WildSafeBC augments provincial initiatives and agencies in meeting their mandates, such as the Bear Smart Community Program, the BC Conservation Officer Service and Species-At-Risk management.

The WildSafeBC Manager is responsible for strategic implementation of the WildSafeBC Program. This includes being part of a small administrative team and supporting a cohort of full and part-time staff in over 25 communities around BC. The **WildSafeBC Development Coordinator** works closely with and manages the Accounting Associate and WildSafeBC Program Administrator.

Primary responsibilities include:

Program Development

- Apply for grants to leverage current funding sources.
- Liaise with funders, many within local government to ensure contractual and reporting obligations are met in a timely manner.
- Oversee applied research on policy initiatives to deepen program impact.
- Work with Foundation management and the WildSafeBC team to set program objectives, policy implications and deliverables.

- Participate in regular organizational strategic and operational planning, and conduct program planning on an annual basis.

Program Administration

- Expand e-learning program and offerings and increase enrollments.
- Develop corporate sponsors program
- Oversee program evaluation for continual improvement.
- Provide support to 25-30 Community Coordinators, WildSafeBC staff and consultants.

Communications and Engagement

- Engage with Indigenous communities and integrate Indigenous knowledge and approaches into WildSafeBC content, courses, trainings and community engagement.
- Engage in government relations and facilitate Provincial Advisory Committee Meetings (consisting of gov't, academic and non-profits).
- Oversee WildSafeBC's Communications Strategy to attract new donors.
- Participate in stewardship groups and committees (e.g. Coast Waste Management Association, Interagency Grizzly Bear Committee, Campers Code, Regional Wildlife Conflict Working Groups).
- Attend and present at wildlife and conservation conferences.
- Support local communities in obtaining and maintaining Bear Smart certification.

Other tasks as agreed and assigned by the Executive Director.

QUALIFICATIONS:

- Post-secondary education, graduate degree preferred related to marketing, environmental studies in conservation management, fish, wildlife and/or recreation.
- Proven experience raising funding revenue with demonstrated leadership experience in staff supervision and delivering program results.
- Knowledge and experience working within wildlife, preferably in BC.
- Proven knowledge of human-wildlife conflict and mitigation.
- Effective communication skills, both written and interpersonal, as well as an ability to work with a diverse team.
- Ability to travel occasionally with a valid Class 5 driver's licence.
- Demonstrated proficiency in MS Office required.

ASSETS:

- Successful track record in raising program funding and report writing.
- Excellent communications, writing and people skills.
- Qualitative and quantitative research skills.
- Field experience and knowledge of field safety protocols.

ADDED SKILLS:

- Passion for biodiversity, conservation and sustainability.

- Passionate about equity, diversity and inclusion with the ability to support purposeful change.
- Sound analytical problem solving and budget skills.
- Excellent interpersonal skills.
- Ability to work on a variety of tasks both independently and as a supportive contributor to the team.
- Understanding of environmental projects and field work.
- Ability to manage a changing workload and get results.
- Ability to work in a fast-paced environment, while simultaneously being highly organized.
- Ability to edit technical reports.
- Ability to maintain confidentiality.

Our Commitment to Equity and Inclusion

We recognize the importance of a diversified workforce, and we encourage Indigenous People(s), First Nations, and Métis candidates, women, members of visible minority groups and diverse ability persons to apply.

British Columbia Conservation Foundation recognizes, acknowledges and appreciates that we are able to live, work and learn on the traditional territories of the First Nations and Indigenous Peoples of BC. Acknowledging the principles of truth and reconciliation, we recognize and respect the history, languages and cultures of First Nations, Metis, Inuit and all Indigenous Peoples of Canada whose presence continues to enrich our lives and country.

[APPLY HERE](#)