



WILDLANDS LEAGUE

Wildlands League is one of Canada's pre-eminent conservation organizations.

We are strategists and policy experts standing up for nature. Our goal is to make sure at least half of the country is protected forever. We work at the intersection of climate change and nature, recognizing the overlapping nature of these existential threats to life on the planet.

Why you'll love working at Wildlands League:

- Our workplace is enriched by our people and therefore Wildlands League embraces diversity in our organization;
- Hybrid opportunity in Toronto;
- Generous holidays;
- Full dental and extended medical insurance;
- Four (4) weeks paid vacation; and
- Four (4) day, 30-hour work weeks.

We are currently seeking a full-time Finance/Administration Manager to be the right hand to the Executive Director and the administrative go-to for programs. You will be a proactive solutions finder who doesn't just wait but seeks out ways to up our game.

The successful candidate will be a cool-headed juggler with a strong grasp of administration, financial management and what it takes to manage budgets and human resources in the non-profit sector.

Under the supervision of the Executive Director, the duties and responsibilities of the Finance/Administration Manager include, but are not limited to, the following:

- Supports the Executive Director in providing executive oversight of the organization and delivering on our mandate;
- Oversees financial management, reviews weekly cash flow, manages finance staff;
- Works closely with the Executive Director to develop and oversee annual budgets, special projects, and annual reporting;
- Stays up to date and manages the requirements of Wildlands charitable obligations under the CRA;
- Partners with Human Resources and Legal Advisors on human resources and employment law matters;
- Manages the Executive Director's schedule, organizes activities and shifts priorities as required;
- Conducts onboarding and orientation for new hires, administers benefits and leaves of absences, coordinates communication to keep employees informed;
- Provides administrative support with events, fundraising, marketing tracking systems, and ensures smooth operations of the office;
- Directs and manages office presentation, moves boxes and assembles simple furniture and displays weighing up to 15kg; and



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- Purchases office supplies, equipment, and furniture, and maintains optimal inventory levels.

The successful candidate will possess the following qualifications:

- Post-secondary education or equivalent work experience and training in Finance, Administration, Management or a related field;
- Proven experience in office management overseeing budgets, financial reporting, administration, and human resources;
- Demonstrated leadership, supervisory and team building skills to inspire others and assist them in reaching their full potential in meeting the collective objectives of the organization;
- A demonstrated commitment to equity;
- Ability to work in a complex environment, with competing priorities and deadlines, and excellent time management skills;
- Professionalism and the ability to maintain a high degree of discretion and confidentiality;
- Proficiency in MS Office (Excel, Word, PowerPoint) and QuickBooks (desirable);
- Ability to travel within Canada to provide support for events as required; and
- Professional experience in the not-for-profit sector is considered an asset.

The position offers a competitive employment package and compensation commensurate with experience in a friendly, mission driven and collaborative work environment.

Kindly forward your resume and with cover letter via email to recruitment@e2rsolutions.com

Wildlands League values diversity and inclusion, and strongly encourages applications from people of colour, people with disabilities, and people from gender and sexually diverse communities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

For more information, check us out online at <https://wildlandsleague.org/>