



## **Employment Opportunity Executive Director, Canadian Woodlands Forum / Forum canadien des opérations forestières ([www.cwfcf.org](http://www.cwfcf.org))**

The Canadian Woodlands Forum (CWF) is the only 'grass-roots', membership-based forest industry organization providing a network for forestry contractors, forest product companies, suppliers and 'on-the-ground' forestry personnel.

Our mission is to improve the efficiency and profitability of woodlands operations, through an ongoing commitment to fostering communication, providing a means to exchange knowledge of best practices and technology and innovations, and promoting the interests of woodlands professionals and contractors to sustain a robust, safe and environmentally responsible wood fiber supply chain.

The CWF continues to grow as a membership-based organization and is seeking a qualified candidate to join the organization and transition to replace the current Executive Director.

### **Position Summary & Responsibilities:**

Accountable to the Board of Directors, the Executive Director is the chief staff executive and officer and has sole responsibility for the day-to-day operations of the CWF. The Executive Director's role is to propose policy direction to the Board and the Executive Committee and, in partnership with the elected and appointed leadership of the Canadian Woodlands Forum (CWF), achieve the goals and further the mission of the CWF.

The Executive Director is responsible to direct and execute all activities of the CWF including;

- leadership in the development of the CWF's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them.
- Review approved plans and budgets as part of the annual planning and budgeting cycle.
- Develop and maintain an effective staff organization which provides appropriate policy and program recommendations to deliver an annual work plan that meets the needs and priorities of the membership.
- Identify, document, and articulate the needs of members to committees, and other forums, which exist to serve member needs.
- Maintain the necessary contacts to keep abreast of emerging issues of significance to the CWF.
- Act as the spokesperson for the CWF & serve as ambassador for the CWF to foster collaborative relationships with relevant organizations in Canada and internationally.
- Conduct regular in person visits to active members throughout the territory to promote the benefits of the CWF.

- Continue to develop and manage other key programs such as the High Performance Logging program and Demo International in-woods equipment show held every four years, in order to provide service benefits to the forest industry and enhance the ability of the CWF to maintain a stable non-dues revenue stream.

**The Successful Incumbent will require the following attributes:**

1. Customer-Member ‘centric’ - exceptional communication and relationship building skills with stakeholders.
2. Five plus years’ experience in the forest products or logging industry.
3. Post-secondary education in forestry, engineering, or business.
4. Demonstrated organizational, time management and work scheduling skills.
5. Intermediate computer and Microsoft office experience and skills to prepare reports and documentation.
6. Fluently bilingual in English and French preferred.
7. Must be willing and able to travel.
8. Familiarity with social media platforms and how they can be used for networking and promotional purposes.

**Flexible Work Location & Travel**

With the head office located in Truro, NS, the executive director will be required to work out of the head office on a regular basis with the flexibility to also work from a home office.

**Interested?**

**If you are interested in the opportunity, please send your cover letter and CV by June 17, 2022 to:**

Attention Administrator  
C/O Canadian Woodlands Forum  
P.O. Box 1204, Truro, NS  
B2N 5H1

admin@cwfcf.org  
Office: (902) 897-6961

Any questions pertaining to the job description or requirements can be submitted by email or phone.  
(please note that digital submissions are preferred)