



Ontario Turtle Conservation Centre is hiring an Executive Director

OUR VISION

To be a leader in Canadian native turtle conservation.

OUR MISSION

To strengthen and preserve Canada's native turtles and the habitats in which they live through our:

- leading-edge hospital and rehabilitation centre
- pioneering rearing and release program
- education and training programs designed for stakeholders in conservation (government, veterinary professionals, biologists, Conservation Authorities) and the community at large.
- ongoing field studies addressing species knowledge gaps and informing best practices on threat mitigation.
- use of data to contribute to the understanding of all turtle species and to global turtle conservation.
- involvement in threat mitigation, by participating in ecopassage implementation.

The role of Executive and Medical Director has been held by one person, but OTCC is now at the fortunate stage of growth where dividing the roles is the next logical step. As a result, we are looking for an Executive Director to take over the non-medical portion of the management of the organization.

JOB DESCRIPTION: Executive Director, Ontario Turtle Conservation Centre (OTCC)

OVERVIEW

The OTCC is a registered Canadian Charity. The Executive Director (ED) is responsible for the successful leadership and management of the non-veterinary programs of the OTCC according to the strategic direction set by the Board of Directors (BoD). The ED works in parallel with the Medical Director (MD) to achieve OTCC's mission and vision. Both the ED & MD report directly to the Board of Directors, in a dual-leadership model that will allow each to have their own specialized skillsets and knowledge bases. As a result, the ED will not manage the hospital or healthcare of the turtles and can focus on the conservation aims of the organization.

While we have a General Manager who takes care of the oversight of the non-veterinary program staff as well as day-to-day operations, the ED still needs to guide these programs by overseeing the General Manager. The ED role requires several important skillsets; an in-depth knowledge of conservation issues is paramount, as well as a good head for finances, and excellent management skills. We have a grant manager who writes most of the grants and grant reports, but the ED will still be responsible for the higher-level science-based grants, so must have experience with these. The ED also oversees field work in its various forms. In addition the ED publishes papers on the data OTCC generates, in peer-reviewed journals, as time allows.

In a recent survey of thousands of stakeholders as well as volunteers, staff and board members, the 'culture' of OTCC was found to be very strong. As such, our goal is to maintain this successful culture, while growing in a sustainable and responsible manner.

Direct Reports to the Executive Director:

- General Manager of non-veterinary programs
- Administrative Assistant
- Grant Manager
- Bookkeeper
- Field Technicians

Work hours and location: This is a full-time / permanent position, mostly on-site at OTCC. By nature of the position, work hours and days can vary, but when possible, a regular 40-hour workweek is preferred. OTCC is located in Peterborough, and on-site work is the norm. Travel to events or field work outside of this area, and outdoors, is often required, and access to a vehicle is necessary.

Job Compensation: \$105,000 - \$120,000

Send 1 page Cover Letter and comprehensive CV to board@ontarioturtle.ca (filenames: lastname.firstname_CV/CL.pdf)

Applications reviewed until April 10, 2026 (3pm)

We appreciate all applications, but only those selected for an interview will be contacted.

Equal Opportunity and Accessibility

*In compliance with the **Accessibility for Ontarians with Disabilities Act (AODA)**, the Ontario Turtle Conservation Centre (OTCC) will provide accommodations upon request to candidates taking part in all aspects of the recruitment process. The OTCC is an equal opportunity employer. Our hiring process, including the job description, screening, and interview questions, adheres to the **Ontario Human Rights Code (OHRC)** and does not discriminate based on protected grounds (such as race, age, gender identity, family status, or disability).*

Primary Duties and Responsibilities

The ED performs or oversees the performance of the following:

Strategy, Vision and Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization's non-veterinary programs.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's non-veterinary activities
- Foster effective teamwork between the Board and the ED and between the ED and staff.
- Act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization to enhance the organization's community profile.

Team Support/Development/Leadership

- Determine staffing requirements for non-veterinary program delivery in conjunction with General Manager.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select direct report staff members that have the right technical and personal abilities to help further the organization's mission.
- Implement a performance management process for all staff direct reports which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's non-veterinary programs and services.
- Ensure that the non-veterinary programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the non-veterinary programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special non-veterinary projects.

Financial planning and management

- Work to prepare a comprehensive budget in consultation with the Treasurer, Finance Committee, Accountant, Bookkeeper, and Medical Director.
- Work with the Board to secure adequate funding for the operation of the organization.
- Write funding proposals to increase the funds of the organization.
- Support the Grant Manager in the selection and completion of funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Ensure that sound bookkeeping and accounting procedures are followed in program expenditures.
- Administer the non-veterinary program funds of the organization according to the approved budget

Community relations/advocacy

- Act as organization spokesperson in the community and at political and donor events.
- Support good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Required Qualifications

- Degree in conservation biology or equivalent (Master's + preferred), with >8 years of experience working in this field.
- Minimum of 8 years of experience in a management role in conservation-based organizations.
- Specific knowledge of turtle conservation, including current threats and their mitigation.
- Knowledge of leadership and management principles as they relate to non-profit/charity organizations.
- Knowledge of current challenges and opportunities relating to the mission of the organization.
- Knowledge of human resources management.
- Knowledge of financial management.
- Proven experience writing science-based grant proposals & applications
- Familiarity with ongoing field work being conducted that relates to OTCC's mission and vision.
- Knowledge of project management.
- Knowledge of fundraising

Other Required Experience and Skills

- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.
- Strong mentoring and coaching experience for a team with diverse levels of expertise.
- Entrepreneurial team player who can multitask.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Self-reliant, problem solver, results-oriented, takes ownership.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, OTCC's board of directors, and staff.
- Ability to operate as an effective tactical as well as strategic thinker.
- Passion for OTCC's mission.

Personal characteristics

The Executive Director should demonstrate competence in the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Relationship Building:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Problem Solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Strategic Thinking:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Disclaimer

→ **This job description is intended to provide a general overview of the role and is not an employment contract. Duties and responsibilities may be subject to change based on the needs of the organization.**