



Waterton Biosphere Reserve Association
Invitation for Expression of Interest
Executive Director (Leadership Transition)
Posted: August 31, 2026

About the Opportunity

The Waterton Biosphere Reserve Association (WBRA) is a community-based organization working alongside landowners, partners, and local communities to support conservation and stewardship across the region. We are entering into a planned leadership transition as the current Executive Director begins to phase toward retirement.

Rather than recruiting for a fixed position at this time, we are inviting expressions of interest to better understand what capacity and interest exists - particularly within the region - and to help shape the role going forward.

As a small organization working in a rural region, local knowledge, strong relationships, and a flexible approach are important for this role.

About the Role

The Executive Director provides leadership for WBRA, supervises staff, and works closely with the Board of Directors.

Key areas include:

- Planning and delivering WBRA programs and projects
- Managing finances, budgets, and reporting
- Supporting and supervising staff (day-to-day management, mentoring, HR)
- Securing and managing funding
- Building and maintaining relationships with landowners, partners, and agencies
- Supporting the Board with planning and governance

This is a broad role, and how these responsibilities are structured may evolve.

Hours and Structure

We are open to different approaches, including:

- Part-time or full-time (approximately 3–5 days/week)
- Shared or co-leadership roles
- Other models that support strong delivery of the work

Final structure will depend on funding and organizational needs, as well as the strengths of interested candidates.

Who Should Consider This

We're looking for people who meet the following basic qualifications:

- Have a post-secondary education in a field relevant to the position or an equivalent combination of education and experience
- Have experience leading or managing programs, organizations, or teams
- Have experience in natural resource conservation, sustainable agriculture or sustainable tourism

Knowledge of and connection to the Waterton Biosphere Region are strong assets.

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Compensation

Compensation will be based on experience and will align with the final scope and structure of the role.

Expression of Interest

Please submit:

- A resume or summary of experience, and
- A brief statement (maximum 2 pages) describing:
 - Your interest in the role
 - How your education and experience align with the qualifications outlined above
 - Your preferred level and type of involvement (e.g., full-time, part-time, shared leadership role, etc.)

Submissions & Timeline

Please send expressions of interest to nmanners@watertonbiosphere.com. Submissions will be reviewed as they are received and this invitation will remain open until a suitable candidate is identified.

Following review of submissions, individuals who meet the qualifications will be placed in a qualified applicant pool for further consideration. All applicants will receive an update by October.

Equity and Accessibility

We embrace diversity and encourage applications from all qualified applicants.

WBRA will work with applicants to address accommodation needs during the recruitment process.