



Job Title: Executive Director (Part-Time/Fractional)

Location: Remote (within Canada)

Start Date: January 2026 – 12-month contract with option to extend

\$ - Target range - \$60-80 / hour (expected 20-25 hours / week)

Reports to: Board of Directors

About Leave No Trace Canada / Sans Trace Canada

Leave No Trace Canada / Sans Trace Canada is a national non-profit organization dedicated to promoting outdoor ethics and the seven Leave No Trace principles with the goal of encouraging Canadians to enjoy the benefits of the outdoors while protecting Canada's natural and cultural heritage. Leave No Trace helps raise public awareness regarding the importance of respecting Canada's wilderness and natural areas by providing the public with a science-based framework and offering proven, research-based solutions to protect and enjoy our natural areas. Learn more at www.leavenotrace.ca.

Position Overview

Leave No Trace Canada is seeking an experienced, mission-driven Fractional or Part-Time **Executive Director** to lead our growing organization through the next phase of impact. This is a part-time or fractional leadership role focused on strategic execution, building capacity within the environmental education sector, partnership development, fundraising, and organizational oversight, in step with the two-year strategic plan developed by the board in 2025. Working closely with a committed Board of Directors and leading a small team of part-time contractors who support marketing, operations / administration, and finance, the Executive Director will grow environmental education training opportunities across Canada, strengthen operations, scale impact, build a dedicated membership committed to stewardship of Canada's natural environment, and ensure delivery of our mission across the country. Much of the work, initially, will be focused on capacity building through strengthening and diversifying our revenue channels, including grants, corporate sponsorship and partnerships, membership, donor relations, and broader campaign development.



Candidate Profile

The ideal candidate is a strong communicator and systems thinker who is passionate about the outdoors and environmental stewardship. Experience in a leadership capacity in environmental education and / or outdoor recreation management is essential, as the evolution and growth of the LNTC training curriculum, to reach more Canadians every year, is essential to our growth and continued impact.

They should be comfortable working in a small, hands-on organizational setting and are eager to roll up their sleeves and be involved in tactical execution. They have experience in a non-profit or charity environment and understand the value of doing a lot with a little and have mastered the art of working with diverse stakeholders and rightsholders, including Board Members, Partners, Educators, and more.

We are looking for someone who:

- Understands the current challenges and pressures facing Canadian wild spaces, from increased outdoor recreation to climate change
- Has experience in environmental education and a deep understanding of training needs and current programs across North America
- Is energized by community engagement and believes in the power of education to drive behavioural change
- Values collaboration, reconciliation, inclusion, and equity—especially in the outdoors sector
- Brings a balance of strategic leadership and operational effectiveness
- Has a track record of building diverse revenue streams through memberships, donor relations, grants, government funding, and corporate partnerships
- Has a deep respect for nature and a personal or professional connection to outdoor activities (e.g., hiking, paddling, backcountry camping, environmental education, or similar)

Key Responsibilities

Leadership & Strategy

- Operationalize and execute the organization's strategic plan



- Work with the Board of Directors to set and track organizational KPIs aligned with strategic priorities
- Foster a culture of transparency, collaboration, and continuous improvement

Program Oversight

- Provide strategic guidance to part-time staff and contractors (e.g., administrative and social media / marketing roles)
- Oversee national program delivery, ensuring alignment with Leave No Trace principles
- Prepare annual impact summaries and reports for stakeholders and funders

Fund Development & Partnerships

- Identify, apply for, and report on public and private grants
- Build and maintain partnerships with donors, government agencies, sponsors, and aligned organizations (outdoor industry brands, responsible tourism businesses and agencies, regional, provincial, and national land managers, etc.)
- Develop and implement revenue-generating programs and campaigns
- Build respectful relationships with Indigenous communities and organizations, supporting reconciliation and Indigenous leadership in outdoor education

Financial Management

- Develops and manages the annual operating budget
- Ensures sound financial management and reporting practices in accordance with CRA charitable regulations
- Oversees bookkeeping, payroll, and financial reporting

Board Relations & Governance

- Serve as the primary liaison to the Board of Directors
- Prepare and present operational, financial, and impact reports
- Support effective board governance, including meeting preparation and documentation

Communications & Representation



- Represent Leave No Trace Canada publicly and act as a spokesperson when appropriate
- Support external communications and stakeholder engagement in collaboration with communications staff
- Advocate for Leave No Trace principles across diverse communities and sectors

Qualifications

Must-Have Skills & Experience:

- Proven leadership in the non-profit, charitable, or social impact sector
- Strong grant writing and fund development experience
- Knowledge of board governance and organizational management
- Ability to work independently and prioritize across multiple projects
- Passion, advocacy, and connection to the Canadian outdoor recreation and environmental education sectors
- Excellent communication and collaboration skills

Nice-to-Have (Assets):

- Bilingual (English and French)
- Lived or professional experience with Indigenous, rural, or underrepresented communities
- Experience in education, stewardship, and outdoor programming

Working Conditions

This is a **remote, part-time/fractional role** with flexible hours. Occasional evening meetings and travel (within Canada) may be required. The Executive Director will provide their own workspace and equipment. Exact terms and conditions of employment can be explored with the Hiring Committee during the interview and offer negotiation process

Compensation

Our intention for this role is to offer a competitive hourly rate commensurate with experience, based on an initial expectation of 20–25 hours per week. This will be a 12-month contract for the fiscal year 2026, with the possibility of extension and/or permanency as Leave No Trace Canada grows and prospers from the work of the Executive



Director. Specific terms of the engagement will be negotiated in good faith between the Board of Directors at Leave No Trace Canada and the preferred candidate.

Commitment to Equity and Inclusion

Leave No Trace Canada / Sans Trace Canada is committed to building a diverse and inclusive organization. We welcome applications from individuals of all backgrounds, including but not limited to Indigenous peoples, racialized individuals, persons with disabilities, members of the 2SLGBTQIA+ community, and those with lived experience in the outdoor and environmental sectors.

If you require accommodation during the hiring process, please let us know and we will make every effort to meet your needs.

To Apply:

Please submit your CV and a covering email outlining your interest and relevant experience to info@leavenotrace.ca. Applications will be reviewed on an ongoing basis until the position is filled.

Candidate Experience

All short-listed applicants who best meet the qualifying criteria will have a first introductory virtual interview with the Chair of the Board of Directors.

The 2nd stage in the process will involve a panel interview with the Hiring Committee, including multiple Board Members who lead Sub-Committees of Leave No Trace's strategic plan.

Finalist candidates will also have the opportunity to meet with Leave No Trace's current part-time employees, who are supporting marketing/communications and operations/admin initiatives.