



75 Melville Street
Elora, ON. N0B 1S0
manager@treetrust.ca
www.treetrust.ca
www.eloraenvironmentcentre.ca

Executive Director (Part-Time)

Elora Environment Centre | Centre Wellington, Ontario

Hours: 20 hours per week (half-time)

Compensation: \$40,000 per year

Start date: Early November 2026

Work arrangement: Hybrid

Apply by: October 14, 2026

About the Elora Environment Centre

At the Elora Environment Centre (EEC), your work has a purpose. We're a passionate, community-minded team delivering local environmental programs that promote sustainability and create measurable change. As a small and collaborative organization, you'll have the opportunity to take initiative, work with a wide range of people, and see the impact of your work firsthand. Help us build healthier communities and a healthier environment.

About the Role

We're entering an exciting new phase of development and are seeking a part-time Executive Director to help lead us into our next chapter. This is an opportunity for an inspiring, hands-on leader to build on a strong foundation, shape the organization's future, and make a tangible impact.

As Executive Director, you will lead EEC's staff and work with the Board to set the organization's long-term direction, with a core focus on fundraising, relationship-building, and raising our profile across Ontario. Because we are a small, collaborative organization, you'll have the opportunity to take initiative, work with diverse community members, volunteers, partners, and stakeholders, and see the results of your work firsthand. If you're excited to bring your skills and ideas to an organization working to create healthier communities and a healthier environment, please apply.

What You'll Do

Organizational leadership

- Provide strategic and operational leadership to the EEC, guiding and supporting staff to deliver on the organization's mission
- Partner with the board and staff to set long-term strategic direction for the organization
- Serve as the primary link between staff and the board, reporting on progress, finances, and outcomes at quarterly meetings
- Lead financial planning, budgeting, and oversight to ensure sound stewardship of the organization's resources
- Oversee delivery of the EEC's community programs, including our flagship program: Tree Trust

Fundraising and development

- Develop and implement fundraising strategies that support the Tree Trust business plan and the organization's long-term success
- Identify and cultivate relationships with philanthropists, major donors, corporate sponsors, and foundations, for both gifts and sponsorships
- Collaborate with board members on joint solicitations
- Build and maintain a donor retention program that strengthens loyalty and recurring support
- Track, analyze, and report on key metrics, including donor engagement and program outcomes, to inform decisions and demonstrate impact

Public engagement and advocacy

- Serve as the public face of the EEC and Tree Trust at community events, in meetings, and with media
- Represent the organization confidently as a spokesperson, delivering clear and compelling messages to diverse audiences
- Build partnerships and raise the organization's profile provincially
- Support and help deliver public events and community activities as needed



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What You Bring

Experience and expertise

- Demonstrated experience in the non-profit sector, ideally in a leadership or senior management role
- Proven fundraising track record, including grant writing and cultivating individual, corporate, and foundation donors
- An established network of relationships with local philanthropists, corporate sponsors, and foundations
- Sound financial acumen, including budget development and oversight
- Working knowledge of donor database systems and proficiency in Microsoft Office

Leadership and professional skills

- Excellent organizational and time-management skills, with strong attention to detail
- A collaborative, solutions-oriented leadership style that builds trust with staff, board members, and community partners
- Outstanding written and verbal communication skills, with confidence in public speaking and media engagement
- Ability to work independently with limited direction

Commitment and availability

- Availability to attend events and meetings as needed.
- Flexible schedule - some evenings and weekends may be required

Asset: A passion for trees and some familiarity with tree biology

How to Apply

Please send your resume to Kathy Maggs, manager@eloraenvironmentcentre.ca by **October 14, 2026**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.