



Job Posting Executive Director

About us:

Alberta TrailNet (ATN), formed in 1989, is Alberta's provincial trail council, a non-profit charitable organization whose mandate is to support the ongoing development of Alberta's provincial trail network. This includes responsibility to help implement the 2,987 km of the Trans Canada Trail in Alberta. ATN works with trail supporters, trail operators, provincial trail user associations, municipalities and the provincial government to support trail projects throughout Alberta.

What we offer:

- Working with volunteer board members who are knowledgeable in trail development, leadership, communications, trail history, governance, and advocacy
- Working in a building with more than fifty non-profit organizations and the ability to learn from them and share best practices and successes
- Visiting different trails in Alberta and playing a role in bringing beautiful Alberta outdoor spaces to a wider group of local and international trail users and visitors
- An annual salary between \$110,000-\$115,000 and comprehensive health benefits

Who you are:

If the following describes you, we encourage you to apply.

- Inspirational and trusted leader with extensive experience in the nonprofit sector, with an environmental, land, and recreation focus as an asset
- Have strong governance knowledge and experience working with a volunteer Board and Committees
- A strategist who can plan, manage people and projects, and is driven to succeed in meeting goals
- Financial savvy to create and manage budgets, and reports
- A skilled fundraiser and passionate advocate
- Able to engage stakeholders and have effective verbal and written communication with diverse people
- Not afraid to use technology for communications and efficient operations
- Avid trail user visiting various trails in Alberta and Canada

**Role:**

Working out of the Edmonton office, the Executive Director (ED) is responsible for the leadership, management, and strategic direction of ATN. Reporting to the Board through the President and Treasurer, the Executive Director is responsible for the implementation of Board direction, managing a small team of hardworking and committed staff and contractors, developing and maintaining relationships with government, partners, and stakeholders, and strategic and business planning and reporting. The role is instrumental in advancing the organization's mission, goals, and strategic initiatives, leading an organization that is undergoing renewal, with opportunities to grow and change with the times.

The key outcomes of the ED in the next year include:

- Ensure completion of a land management policy manual
- Strategic plan and create an annual budget and financial sustainability
- Assist trail builders with the starting and completion of trail projects around Alberta

What you would do:**Governance, Policy & Board Support**

- Ensure ATN's bylaws, policies, and procedures are current and contribute to operational effectiveness.
- Ensure effective coordination of quarterly meetings of the Board of Directors, including a meeting package with the status of action items and decisions, and information that facilitates decision-making
- Work actively with the Board and Committees to advance objectives outlined in the Strategic and Business Plans
- Plan and coordinate the Annual General Meeting (AGM)

Government Relations

- Develop strategic policy and positions regarding trail-building in Alberta
- Develop a Government Relations Plan to be implemented over the next few years
- Develop key messages that can be used when speaking with government and stakeholders
- Attend meetings with provincial and local elected and administrative officials to present strategic policy and positions
- Follow up on policy and positions presented, discussion and modification of TrailNet policy to come to a mutually beneficial provincial policy/program.
- Represent ATN at events to speak about trails and the importance of trails

Communications, External Representation & Stakeholder Engagement



- Act as one of ATN's primary spokespersons and ensure strong representation with government officials, stakeholders, the public, and media
- Maintain active engagement with regional trail groups and communities across Alberta
- Represent ATN at key provincial, national and international forums, meetings and conferences
- Innovate and maintain TrailNet's online presence, including website, social media, and other communications methods

Planning and Reporting

- Coordinate strategic long-term planning and using the Strategic Plan to develop business plans and project work plans
- Seek appropriate resources for ATN to meet its strategic goals through proposal writing, application of funds, and fundraising
- Plan, manage and report on grants and other funding
- Develop an Annual Report to demonstrate achievements, and analyze results of work over the previous year.
- Prepare a budget, and financial reports

Land Management

- Manage and implement plans for developing trails on donated rail rights-of-way
- Based on land management policies, negotiate access agreements and leases for crossings or usage (e.g., oil, gas, utilities, recreation) of lands owned by ATN
- Lead a project inventory ATN's owned lands, identify issues, risks and opportunities on ATN's owned lands; make recommendations for addressing issues and benefitting from opportunities related to land ownership

Human Resources Management

- Recruit, onboard, manage, and provide leadership to staff, and long-term contractors
- Ensure human resources, payroll and benefits policies and programs are in place, and renewed and updated as needed
- Foster a positive work culture: implement annual performance reviews, provide feedback, and request feedback on an ongoing basis
- Recommend and facilitate access to staff training and development opportunities

To Apply:



Please submit your cover letter and resume via email to atnadmin@albertatrailnet.com by August 15, 2025. In the subject line of the email please include "Executive Director Application". Any questions can be directed to the email address listed.

Only those applicants who best demonstrate how they meet the qualifications outlined in the job posting will be contacted to advance to the next phase via email or phone once the posting has closed.