



Kootenay-Columbia Discovery Centre Society

P.O. Box 763

Creston, British Columbia V0B 1G0

www.discovery-centre.ca

Job Posting

Executive Director

Kootenay-Columbia Discovery Centre Society (KCDCS)
Creston, BC

Position Summary

The Executive Director (ED) provides overall leadership and management of KCDCS, ensuring the successful delivery of environmental education programs and the long-term sustainability of the organization. Reporting to the Board of Directors, the ED oversees operations, staff, programs, and finances, while leading all fundraising efforts to support annual activities.

The ED is also the primary ambassador for KCDCS, building strong relationships with funders, partners, and the community.

Key Responsibilities

Leadership & Operations

- Lead day-to-day operations of the Discovery Centre and programs
- Develop and manage annual budgets, work plans, and reporting
- Ensure safe, high-quality delivery of education programs and activities
- Maintain organizational policies, systems, and compliance

Fundraising & Revenue Development (Core Focus)

- Lead all fundraising efforts, including grants, donations, and sponsorships
- Research, write, and manage grant applications and reporting
- Build and maintain relationships with funders and community partners
- Identify new funding opportunities and support earned revenue streams

Board & Community Relations

- Work closely with the Board on strategy, planning, and governance
- Attend Board meetings and provide regular updates on operations and finances
- Represent KCDCS with government, funders, and community organizations

Staff & Program Management

- Hire, supervise, and support staff (seasonal naturalists)

- Oversee delivery of school programs, summer camps, and public programming
- Support volunteer recruitment and engagement

Communications & Outreach

- Oversee marketing, communications, and public engagement
- Act as spokesperson and promote programs through media and community outreach

Qualifications & Experience

- Post-secondary education in a relevant field or equivalent experience
- 3–5+ years of leadership experience, ideally in nonprofit or community-based organizations
- Proven success in **fundraising**, including grant writing and donor relations
- Experience managing budgets and financial reporting
- Strong leadership, organizational, and problem-solving skills
- Excellent communication and relationship-building abilities
- Experience working with a Board of Directors is an asset
- Passion for environmental education and connecting people to nature
- Knowledge of the Creston Valley is an asset
- Valid driver's license and ability to work flexible hours, including weekends

Salary & Benefits

- Salary: \$62,000 – \$72,000, commensurate with experience
- Benefits include health coverage and RRSP contributions

Why Join KCDCS?

- Lead a respected community organization focused on environmental education
- Make a meaningful impact on children, youth, and families
- Work in a unique and inspiring wetland environment

A strong track record in fundraising and revenue generation is essential for success in this role.

How to Apply

Closing Date: May 22, 2026 at 5:00 PM (PST)

Please submit a cover letter and resume to education@discovery-centre.ca.

Estimated Start Date: Late June 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.