



Opportunity – Executive Director

About the Lake of Bays Heritage Foundation

Lake of Bays Heritage Foundation (LBHF) is a not-for-profit charitable organization focused on the conservation of the natural heritage in the region of Lake of Bays. Our area of interest extends from the southwesterly border of Algonquin Park to downstream of Lake of Bays. We currently own and protect 3 nature reserves comprising more than 600 acres of ecologically diverse landscapes and manage 147 acres on behalf of the Ontario Heritage Trust.

The combination of increasing development pressure, and the current generational transfer of land and resources provides an exciting and time-sensitive opportunity for significant growth for LBHF. Since 2024, we have grown from 160 acres of protected land to 600 acres, with another large land acquisition expected in 2027.

Our objective is to continue—and advance—this rate of growth and conservation impact. We are seeking an exceptional leader to make this happen. The directors of LBHF are committed and active volunteers. We are seeking an experienced leader who will guide us through strategic planning, additional land acquisitions, land stewardship, fundraising, streamlining management systems, improving outreach to our supporters and donors, and achieving accreditation from the Centre for Land Conservation.

Why This Role Matters

The Executive Director will play a critical role in shaping the future of land conservation across the Lake of Bays region. This role offers the opportunity to build lasting partnerships, protect ecologically significant lands and inspire community stewardship for generations to come.

Position Summary

This role is a unique opportunity to be the first full-time paid position of a growing land trust with a strong financial and donor base. The Executive Director will be responsible for the management of the LBHF operations and programs, including fundraising, land securement and stewardship, community engagement and educational programs.

The Executive Director will support the Board in its governance responsibilities, including the development, implementation and monitoring of multi-year strategic plans and accreditation. The Executive Director will implement Board-approved decisions, policies, procedures and protocols and will collaborate with Board committees and volunteers as required.

A key aspect of the role is to serve as LBHF's chief relationship officer, growing revenue and organizational capacity while deepening relationships with existing supporters and the broader Lake of Bays community. The Executive Director will work closely with donors, volunteers, foundations, government and municipal agencies, Indigenous communities, property owners, conservation organizations, community groups and other partners. The Executive Director may supervise staff and contract workers as the capacity of LBHF grows to meet its expanding responsibilities.

Key Responsibilities

1. Fundraising and Revenue Generation

- Develop, implement and participate in all aspects of fundraising, including major gifts, planned-giving, grants, and multi-year campaigns.
- Build and maintain strong relationships with donors, supporters and community stakeholders.
- Serve as a visible and trusted ambassador for LBHF, articulating the mission and inspiring public support.
- Seek out new funding opportunities to support land acquisition, land stewardship, educational programs and ongoing operations.
- Represent LBHF as a conservation partner, engaging respectfully and collaboratively with landowners, Indigenous communities, conservation organizations and government.

2. Leadership and Strategy

- Lead the development and implementation of the LBHF's strategic plan and long-term vision for land protection and stewardship.
- Guide LBHF through its next phase of growth and increased conservation impact.
- Provide leadership and support to a passionate, active board of directors and increase our volunteer community.

3. Organizational and Program Management

- Manage day-to-day operations, maintain organizational documents, accurate and up-to-date donor and membership records, and ensure compliance with applicable requirements and board-approved policies.
- Assist committees with their annual work plans, as needed.
- Assist the Board in developing recruitment and onboarding materials for directors and volunteers.
- Coordinate professional services including legal, financial, appraisal, ecological, survey, communications and other technical support, as required.
- Manage land acquisition and protection projects from identification through negotiation to completion.
- Write grant applications and complete interim and final reports as required.

4. Communications and Public Outreach

- Work with the Board's Communications Committee to develop and implement LBHF's communications strategy that will increase awareness and recognition of LBHF among residents, cottagers, visitors, donors, community organizations and other key stakeholder groups.
- Ensure consistent messaging and branding across all communication platforms.
- Maintain and update marketing and educational materials to communicate LBHF's work, impact and opportunities for involvement.

5. Governance and Board Relations

- Work closely with the Board of Directors to support effective governance, policy development and strategic decision-making, particularly on land acquisitions.
- Communicate regularly and transparently with the Board regarding operations, challenges and opportunities.
- Support the Board in fulfilling its governance responsibilities while maintaining appropriate operational leadership boundaries.

Essential Qualifications

- Proven leadership experience in a non-profit or comparable organization.
- Demonstrated success in fundraising, donor relations and external communications.
- Strong financial management, budgeting and organizational development skills.
- Exceptional interpersonal, written and verbal communication abilities.
- Experience fostering an inclusive and positive workplace.
- Entrepreneurial mindset and ability to work independently.
- Post-secondary degree or equivalent experience in a related field (e.g., environmental studies, non-profit management, business administration) preferred.
- Strong interest and passion for nature conservation.

Asset Qualifications

- Experience in land conservation or with other branches of the environmental sector.
- Experience negotiating and completing land acquisition transactions, including legal agreements.
- Familiarity with Ontario's environmental and land-use context, including conservation easements, land stewardship and community partnerships.
- Five years of relevant working experience.

Compensation and Benefits

- LBHF offers a competitive starting salary in the range of \$90,000-\$110,000 commensurate with experience.
- 3 weeks paid time off.
- Home office support may be provided.

- No other benefits.

Working Conditions

- Permanent, full-time T4 position (37.5 hours per week)
- Office location: Hybrid/flexible, with frequent in person meetings/site visits/events in the Lake of Bays region of Muskoka.
- The Executive Director is expected to maintain a visible presence in the community.
- Some evening and weekend work required to attend meetings, events and programs.
- Travel required to attend meetings, events and land trust properties.
- Site visits may involve remote and rugged terrain.
- Access to a vehicle is required.

How to Apply

Open until filled. Initial review of applications will begin on November 9, 2026.

Start Date: Ideally as soon as possible.

Please submit a resume and cover letter *all in one document* outlining your interest and qualifications to: info@lakeofbaysheritage.ca with the subject line:
“Executive Director Application – [Your Name]”

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