



JOB TITLE	Program Manager
REPORTS TO	Administrative Director
JOB PURPOSE	To develop, promote, coordinate and deliver profitable programs to engage members, their families and the general public with a view to growing the membership and revenues of Manitoba Wildlife Federation.
KEY DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate and oversee the Hunter Education Program in accordance with the Agreement with Manitoba Conservation. • Coordinate and oversee all other programs which have a hunter safety component to them (eg. Shooting Skills Day, Mentored Hunts, Provincial Hunting Day, Becoming an Outdoors Woman, etc) • Coordinate and oversee existing angling programs (eg. Recreational Fishing League, Learn to Fish, Youth Anglers, etc.) • Create, develop and deliver new programs to further engage members. • Develop and execute fundraising initiatives to meet or exceed projected goals related to this position • Research and solicit grant monies to establish and advance the programs. • Maintain firearms and shooting / training equipment in proper working order. • Oversee the maintenance and usage of the Outdoor Education Centre, with a view to increasing the usage of and funding for this facility. • Develop and maintain a solid base of volunteers to support the programs where needed.
QUALIFICATIONS	<p><u>Education:</u></p> <ul style="list-style-type: none"> • Certification in biology, nature studies, conservation or education as it relates to wildlife management and/or program development. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience in hunting and angling

	<ul style="list-style-type: none"> • Knowledge of current firearms and hunting regulations, including International Hunter Education Association (IHEA) standards • Knowledge of current fishing regulations • Experience in a fundraising or grant-raising environment would be an asset • Experience in recruiting, training and supervising volunteers <p><u>Training:</u></p> <ul style="list-style-type: none"> • Certified Provincial Hunter Education Instructor • Master Instructor status, Federal Canadian Firearms Safety (CFSC) <p><u>Other:</u></p> <ul style="list-style-type: none"> • Must possess a valid federal Possession and Acquisition License • Must possess a valid driver's license.
SKILLS	<ul style="list-style-type: none"> • Ability to make decisions based on solid research and discussions with individuals / groups to be impacted • Ability to manage programs from creation to completion and evaluation • Ability to communicate effectively in written and spoken word when dealing with groups and/or individuals • Ability to work independently and as part of a team • Ability to manage multiple priorities
WORKING CONDITIONS	<ul style="list-style-type: none"> • A typical week will be 37.5 hours. This will be worked in and around the needs of the various programs offered by MWF. • Office environment (in Winnipeg) plus Outdoor Education Centre (north of Portage la Prairie) which includes a lodge, grounds, and a shooting range.
PHYSICAL DEMANDS	<ul style="list-style-type: none"> • Incumbent will be required to transport firearms, and use or train others to use equipment in order to maintain the Outdoor Education Centre (eg. typical equipment could include: firearms, mowers, ladders, clay throwers, etc). • Transporting equipment for programs, tradeshow and exhibits requires lifting heavy objects such as clay throwers, cases of ammunition, tradeshow displays, etc.
DIRECT REPORTS	<ul style="list-style-type: none"> • Initially none. • As the programs grow, it is hoped MWF will bring on a Program Administrative Assistant who will report to the Program Manager. • Various volunteers of programs and special event days.

FINANCIAL RESPONSIBILITIES	<ul style="list-style-type: none">• Maintain or grow profitability of current programs.• Develop and execute ongoing fundraising initiatives• Develop profitable new programs to enhance the growth of MWF.
APPROVED BY	Internal Services Committee
DATE APPROVED	November 1, 2011
DATE OF LAST REVIEW	November 1, 2011