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Northumberland Forest Products Marketing Board is looking for an **Executive Manager** to lead and promote the sustainable development and use of private woodlots. Northumberland's regulated area represents over 3,500 private woodlot owners within all of the communities ranging from Escuminac to Boiestown, traveling east to west, and comprises almost 400,000 acres of forested area.

The Executive Manager is responsible for overseeing and directing all activities as set by the Board of Directors. Some of the key functions within this role will entail:

- Oversee and/or manage day-to-day operations of the Board;
- Manage or oversee the planning and implementation of all forest management programs and related activities within the organization;
- Marketing of primary forest product, including negotiation of prices, delivery schedules and product specifications;
- Advise the Board of Directors on good forestry practices and promote such practices within Northumberland's membership;
- Meeting with the Board of Directors regularly to provide updates of financial situation and all other operations;
- Preparation of annual budget for approval by the Board of Directors;
- Prepare and conduct district and annual meetings;
- Carrying out public relations on behalf of the Board and to see that woodlot owners are informed about programs, and silviculture activities;
- Work with the Board of Directors to sustain and grow programs and service;
- Participate in strategic planning;
- Represent Northumberland's organization to key stakeholders, business partners, etc;
- Promote Northumberland's organization mission and values;
- Foster strategic partnerships with our buyers and sellers;
- Collaborate with other Forest Products Marketing Boards within New Brunswick;
- Liaise with all levels of government and departments which are applicable to private woodlot forests.

Our ideal candidate will have the following qualifications:

- A post-secondary forestry education and be eligible for registration as either a CFT or RPF in New Brunswick;
- Experience in reading and understanding financial statements;
- Over 5 years in related experience, including managing large scale projects;
- Excellent leadership and Board room management skills;
- Ability to effectively collaborate in various types of team environments;

- Innovational abilities to facilitate effective results;
- Ability to build and maintain relationships with various levels of stakeholders;
- Has a positive attitude and ability to maintain a professional, courteous manner;
- Has effective time management, problem solving and communication skills;
- Possess a well-developed understanding of the New Brunswick private woodlot forest sector.

Northumberland Forest Products Marketing Board will select potential candidates on the basis of skill, training, ability, attitude and character without discrimination with regard to sex, colour, age, race, creed, religious beliefs, national origin, marital status, political belief or disability that does not interfere with normal job activities. We require police checks and driving records for all persons prior to hiring.

Northumberland Forest Products Marketing Board will also provide a competitive salary based upon your skills and experience. Candidates with fewer qualifications, may be considered depending on education and experience.

Please submit your cover letter, references and resume to tmcevoy@nfpmb.com , in a timely manner as we will begin our screening of candidates immediately. Only successful applicants will be contacted.