



Program Manager – Multi-Sector Partnerships - Fuse Consulting Ltd.

THE PROGRAM MANAGER ROLE

We're seeking to hire an experienced Program Manager who is committed to collaboration, taking initiative, building trust and getting things done. The Program Manager will oversee and be the primary contact for two high profile multi-sector conservation and land management programs. The successful individual will manage work at the interface of forestry and caribou conservation, and advance partnerships related to the hosting and sharing of information for land management across Canada.

For this role, we're in search of someone who is looking to grow their skills in the field of program management, supporting both research and science communication efforts. The ideal candidate will leverage a strong foundation of writing, excellent customer service and organization/planning. This individual will have experience in the fields of forestry, environmental sciences or conservation biology or at a minimum have a strong interest in these disciplines.

This role offers the chance to manage multi-sector partnerships, learn about pressing conservation challenges and influence the development of collaborative solutions. The primary responsibility of this role will be to manage two programs: The Alberta Regional Caribou Knowledge Partnership (ARCKP) and the Canadian Conservation and Land Management (CCLM) Knowledge Portal.

Alberta Regional Caribou Knowledge Partnership

The Alberta Regional Caribou Knowledge Partnership is a collaborative partnership between forestry companies in Alberta and the Government of Alberta. You will serve as the program manager where you will help partners advance solutions at the interface of forest management and woodland caribou conservation. You will work with partners to identify and fund: operational research, knowledge syntheses, and communications projects. This is a unique and diverse role. Some days you will be charged with writing requests for proposals, managing review processes, interacting with service



providers to achieve project and network goals. Other days you will schedule Steering Committee meetings, prepare recommendations, host meetings and capture key decisions and actions. Your work will be key to advancing the efforts of the partners, and will contribute to finding solutions at the interface of forest management and caribou conservation in Alberta. .

You can learn more about the ARCKP and our work here: <https://arckp.ca/>

Canadian Conservation and Land Management (CCLM)

The CCLM is a national partnership designed to bring together knowledge and expertise related to land management, woodland caribou, and wetlands in Canada. This partnership has envisioned, built, and maintained a knowledge portal that houses research, extension products, and knowledge related to conservation and land management across Canada. In just a short period of time, the portal has become a go-to resource for conservation and resource management professionals. You will serve as program manager, and tasks will include supporting the Steering Committee, updating the web portal, and managing internal and external communications for the network.

You can learn more about the CCLM here: <https://www.cclmportal.ca/>

PRIMARY RESPONSIBILITIES

- Manage internal and external communications for the CCLM, the Alberta Regional Caribou Knowledge Partnership, and in some cases Fuse Consulting Ltd.
- Build and maintain relationships with Steering Committee members, funding recipients or partners, and service providers and keep them accountable to timelines and reporting processes
- Make regular recommendations to Steering Committee members on required steps to achieve the goals and objectives of each partnership
- Coordinate and host meetings for the CCLM and the Alberta Regional Caribou Knowledge Partnership
- Plan, write and administer a Request for Proposals process for the Alberta Regional Caribou Knowledge Partnership
- Manage editor accounts, mailing list, and webform feedback for the CCLM Knowledge Portal
- Plan and prepare all details for events hosted by either partnership, such as workshops, training sessions and webinars
- Provide administrative support to the Chair and Treasurer and facilitators for the CCLM and Alberta Regional Caribou Knowledge Partnership
- Compile and format reports, proposals, and presentations in Microsoft Word and Powerpoint



QUALIFICATIONS

We understand there are many paths to acquiring expertise and experience, and strong candidates may not have every qualification listed here. We encourage applications from individuals with diverse and/or non-traditional backgrounds who bring passion, skills, and experience in many or most of these areas.

- Evidence of a strong commitment to personal growth, excellence in your work, and influence through thoughtful contributions to science-based discussions.
- Self-motivated, able to work independently, and manage multiple tasks with a willingness to learn.
- Comfortable managing program budgets, forecasting program revenue and expenses, and working with contractors and/or researchers to deliver projects on time and on budget.
- Comfortable leading and facilitating meetings to ensure that the desired outcomes are achieved and that time is maximized by the individuals participating.
- Tact and good judgment in sensitive and confidential situations.
- Excellent written and verbal communication skills. Ability to target your writing and adapt your tone and style to meet the requirements of various clients and media
- Minimum undergraduate degree in Forestry, Environmental Sciences, Biology, Business Administration, or related discipline.
- Experience in forest management, reclamation/restoration, conservation biology and/or wildlife biology is considered a key asset and experience working directly in forestry and/or related to caribou conservation, is highly desirable.
- Strong attention to detail and an appreciation for organization and process.
- Ability to adjust to changing demands and timelines.
- General knowledge of the structures and operations of many different types of organizations, including government, private enterprise, and research programs
- Advanced skills in MS and Google Suite of products, and web-based applications such as Asana (project management tool) and Harvest (time tracking application)



POSITION DETAILS

This is a full-time salaried position, and the candidate will play a key role in helping us grow our business and our influence at Fuse.

We offer a comprehensive compensation package that includes:

- Competitive salary commensurate with experience
- Paid Time off, including personal days in addition to your vacation days
- Comprehensive health benefits plan
- \$1500 annually for professional development
- Profit sharing bonus
- Maternity/Parental leave top-up program
- A fun, people-centered work culture that is committed to your personal and professional development.

This position will be based out of our bright, vibrant office located in Edmonton, AB. The successful candidate will have the option to work full time from the office, or in a hybrid role with the option to work from home for a portion of each week. Fully remote staff may be considered for this role, though preference would be given to those based in Alberta to accommodate travel related to this position. The salary range for this position is \$67,250 to \$82,500 for a 37.5-hour work week, and this position would qualify for a performance-based bonus.



ABOUT FUSE CONSULTING

Fuse Consulting is a dynamic, growing firm that specializes in science communication related to land management, conservation biology, and nature interpretation. We are focused on finding new, creative ways to connect knowledge to practice for our clients in all our projects. We have been operating for nine years and have worked with some of the most progressive organizations in Canada. Our people are the core of our business, and we invest fully in the development of our staff to enable them to maximize their impact in their careers.

- We are one of the pioneers in the use of infographics in science communication.
- We are always experimenting with new techniques to make an impact through our work.
- Our team culture is built around helping everyone achieve their very best.
- Our clients, located across Canada, recognize us for our high-quality work and our ability to connect science to real-world challenges, helping advance discussions around sustainability.

Our Values:

INFLUENCE — Through creative approaches, innovative problem-solving, and exceptional delivery, we will positively influence land use management decisions and the well-being of people and the planet.

EXCELLENCE — By committing to excellence, we will develop products and create experiences for our clients that exceed their expectations and distinguish us from our competitors.

GROWTH — We will expand our knowledge and talents and strengthen our impact by relentlessly committing to personal and professional growth.

CONNECTION — We foster an inclusive environment where individuals feel safe to show up and embrace their unique strengths. We appreciate the value of diverse lived experiences in driving innovation, deepening relationships, and supporting our community.

Diversity, Equity and Inclusion Statement:

Fuse Consulting is committed to creating an environment where our team can do their best work and actively contribute to advancing diversity, equity, and inclusion in the workplace. We recognize that to achieve this, we must listen, learn, challenge, adapt, and grow together as a team. We strive to continuously refine our culture and policies in a way that removes barriers, increases accessibility and strengthens equity, while also building long-term, trusting relationships and a safe space for our team to belong and grow.

Our commitment to reconciliation:

Connection is a foundational value at Fuse. We respect Indigenous knowledge systems and continue to share bright spots and learn from the diverse communities we work with. When we learn (and unlearn) we pause, pivot and implement changes to our processes so we are moving forward in a good way.



Through a lens of responsibility and reciprocity, we acknowledge and aim to advance the recommendations of the Truth and Reconciliation Commission.

It is with respect and gratitude that the team at Fuse Consulting Ltd. acknowledges that we live and work on Treaty 6 territory, the ancestral and traditional territory of the Nehiyawak (Cree), Denesuliné, Blackfoot, Saulteaux (Anishinaabe), Kanien'kehá: ka (Mohawk), and Nakota Sioux. It is also the homeland of the Métis Nation - Region 4; and the largest population of Inuit south of the 60th parallel. It is the home and traditional lands of many First Nations, Métis and Inuit Peoples not recognized by Treaty.

As settlers to this land, we are dedicated to learning from First Nations, Métis and Inuit and to learning how to embed reconciliation and meaningful action within our work while strengthening relationships with the peoples who have lived on and protected this land since time immemorial. We commit to living in harmony with the traditional peoples of these lands, learning from them, respecting their knowledge, lifting them up and growing toward a just and sustainable future.

APPLICATION INSTRUCTIONS

If this sounds like the position for you, please submit a cover letter and resume to Lindsay@fuseconsulting.ca.

Deadline to apply for this position is March 31, 2024. Interviews with qualified candidates will begin immediately and the competition will close as soon as a suitable candidate is found if it is before March 31.

In your cover letter, please identify the following:

- Why you are interested in a job with Fuse and in leading a team of passionate individuals?
- What experience do you have managing staff and contractors, aligning them to core values, and positioning them to thrive continually?
- What do you wish to achieve through this position and your future career?