

## **Job Posting: Executive Director 4-H Nova Scotia**

**Location:** Truro, Nova Scotia

**Employment Type:** Full-Time, Permanent

**This is a reposting.** Candidates that already applied do not need to apply again.

### **About the Organization**

4-H Nova Scotia is dedicated to fostering youth leadership through hands-on learning experiences in communities across Nova Scotia. Guided by our mission, vision, and values, we provide programs and services that make a meaningful difference in the lives of individuals and communities we serve.

### **The Opportunity**

The Executive Director (ED) is the senior leader of 4-H Nova Scotia, accountable to the Board of Directors for the overall strategic, operational, financial, and administrative leadership of the organization. The Executive Director ensures the successful implementation of strategic goals and policies, supports the Board in its governance role, and upholds the organization's mission and values in all activities.

### **Key Responsibilities**

- **Strategic Leadership & Governance:**

Collaborate with the Board to develop and execute strategic and operational plans; prepare reports and recommendations; support effective governance and Board development.

- **Operational & Organizational Management:**

Oversee day-to-day operations, ensuring efficient program and service delivery, compliance with legislation, and alignment with organizational policies and procedures.

- **Financial Oversight:**

Lead budget development and financial planning in collaboration with the Finance Committee; ensure transparent reporting, strong internal controls, and compliance with audit standards.

- **Human Resources Leadership:**

Recruit, supervise, and support staff; foster an inclusive, positive, and accountable

workplace culture; oversee performance management and professional development.

• **Fund Development & Partnerships:**

Oversight of fundraising and partnership initiatives, including donor engagement, grant writing, and sponsorship development; maintain ethical fundraising practices. An experienced candidate will bring with him or her an established set of business and professional contacts that can be of significant value to 4-H Nova Scotia's mission.

• **Communications & Public Relations:**

Serve as the primary spokesperson; build relationships with stakeholders, community partners, and media; promote the organization's values and programs with professionalism and integrity.

**Qualifications**

- Post-secondary degree in nonprofit management, business, education, or a related field.
- Minimum five (5) years of senior leadership experience in a nonprofit or community based organization.
- Demonstrated experience in strategic planning, governance support, financial management, and team leadership.
- Exceptional communication, interpersonal, and organizational skills.
- Knowledge of rural communities and the organization's program areas is a strong asset.
- Proven ability to apply organizational policies, manage compliance, and lead through change.

**Working Conditions**

- Full-time position based in Truro, Nova Scotia.
- Hybrid-remote
- Some travel, evening, and weekend work required.
- The Executive Director is expected to uphold the highest standards of integrity and professionalism.

Criminal record check with vulnerable screening is required.

**Salary**

\$70,000-\$90,000, annually, based on experience

If you have a commitment to working cooperatively in a team environment with a Board of Directors, staff, youth, adult volunteers, the broader community and your background experience qualifies you for this important and exciting opportunity, please forward a resume along with supporting documents, and why 4-H Nova Scotia should consider you by March 11,2026 to:

**careers@4hnovascotia.ca**

**Subject line:** Executive Director Application – [Your Name]

Applications will be reviewed as received. Only those selected for an interview will be contacted.