East Cottonwood Creek
Watershed Association

Contract Executive Director & Administrator

Position Type: Independent Contractor

Contract Value: Up to $20,000 annually, inclusive of all fees and expenses unless otherwise negotiated.

Contract Length: Expires April 1st 2029, with annual renewals to be considered each year thereafter.

Reports To: Board of Directors, East Cottonwood Creek Watershed Association (ECCWA)

Position Purpose:

The East Cottonwood Creek Watershed Association (ECCWA) is a multi-agency watershed organization established to provide coordinated leadership for drainage management, watershed planning, infrastructure coordination, and stakeholder collaboration within the East Cottonwood Creek watershed. ECCWA is comprised of the following organizations:

- Ministry of Highways
- RM of Sherwood #159
- Global Transportation Hub
- Dream Unlimited Corp.
- Grand Coulee C&D

The Contract Executive Director & Administrator serves as the Association's primary operational and strategic resource, supporting the Board in advancing its priorities, maintaining effective governance, fostering partnerships, securing funding opportunities, and ensuring the organization remains sustainable, responsive, and well-positioned to address emerging watershed challenges.

The position combines executive leadership, administration, governance support, and stakeholder relations into a single part-time contract role.

Key Outcomes

Governance Excellence

- Board meetings are efficiently organized, well-documented, and productive.
- Directors receive timely information to support informed decision-making.
- Corporate records, policies, and governance documents are maintained and current.
- Annual budgets, work plans, and reporting requirements are completed on schedule.

Strategic Advancement

- Advancement of the Point of Adequate Outlet Study completed by Stantec in 2026.
- The Board receives ongoing advice regarding emerging watershed, drainage, development, and regulatory issues.
- Opportunities for watershed improvement, infrastructure coordination, and collaborative projects are identified and advanced.

Stakeholder Collaboration

- Strong working relationships are maintained with member agencies and other external stakeholders.
- New membership and partnership opportunities are identified and pursued where appropriate.

Financial Sustainability

- Funding opportunities, grants, , and cost-sharing initiatives are actively monitored and pursued.
- The Board receives recommendations regarding annual levies, budgets, and long-term financial sustainability.
- Financial records and reporting are accurate and current.

Organizational Effectiveness

- The Association maintains efficient administrative systems and records.
- Action items arising from Board direction are monitored and advanced.
- Communications are professional, timely, and aligned with organizational objectives.

Responsibilities

Board Governance & Administration

- Serve as Secretary to the Association.
- Prepare agendas, meeting packages, minutes, and action item tracking.
- Coordinate Board and committee meetings.
- Maintain official records, correspondence, policies, agreements, and membership information.
- Support annual budgeting, levy calculations, and reporting processes.
- Ensure compliance with applicable legislation, bylaws, and Board policies.

Strategic Leadership

- Advise the Board on strategic opportunities, risks, and emerging issues.
- Assist the Board in developing and implementing strategic priorities.
- Monitor developments affecting drainage, watershed management, land use, and infrastructure planning.
- Support long-term watershed planning initiatives.

Stakeholder Relations

- Act as the primary point of contact for ECCWA.

- Build and maintain relationships with member agencies and key partners.
- Coordinate communication among municipalities, government agencies, landowners, developers, and consultants.
- Represent ECCWA at meetings and forums as directed by the Board.

Funding & Project Advancement

- Prepare or coordinate funding applications.
- Assist in advancing Board-approved watershed studies, planning initiatives, and infrastructure projects.
- Coordinate external consultants and professional service providers as directed by the Board.

Communications

- Prepare correspondence, briefing notes, reports, and presentations.
- Support stakeholder communications.

Preferred Qualifications

The ideal candidate will possess:

Experience

- Experience supporting boards, councils, or governing bodies.
- Experience in project management and stakeholder engagement.
- Experience working with the member organizations, local regional municipalities, government agencies, or not-for-profit organizations.
- Experience securing grants, funding, or partnership agreements.
- Understanding of Saskatchewan watershed management, drainage regulation, municipal governance, or infrastructure planning would be considered a strong asset.

Knowledge & Skills

- Strong governance and organizational skills.
- Excellent written and verbal communication abilities.
- Ability to facilitate collaboration among diverse stakeholders.
- Strategic thinking and problem-solving abilities.
- Ability to work independently with minimal supervision.

Performance Expectations

The successful contractor will demonstrate:

- Proactive leadership rather than reactive administration.
- Sound judgment and regional awareness.
- Strong relationship-building skills.

- Effective time management and prioritization.
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Contract Structure

The Association anticipates this position will require approximately **120–180 hours annually**, with workload varying based on meeting schedules, strategic initiatives, and project opportunities.

The contractor will:

- Provide all necessary office equipment.
- Attend Board and committee meetings as required.
- Submit periodic activity reports to the Board.
- Operate as an independent contractor and not an employee of the Association.

If you are interested in applying for this opportunity, please submit a resume and cover letter to careers@rmofsherwood.ca by Tuesday, September 15th, 2026.