



Stronger Fire Services.
Safer Communities.

Firefighters Without Borders (FWB) Executive Director (Part-Time)

Nature of Work: Telework/Remote

Type: Contract

Time Commitment: 2-3

Compensation: \$30,000–\$40,000 annually (commensurate with experience)

About FWB

FWB is a federally incorporated non-profit registered charity dedicated to supporting underserved communities in Canada and internationally through the provision of firefighting training, equipment, and capacity-building initiatives.

FWB is governed by an elected, volunteer Board of Directors that sets the organization's strategic direction and provides fiduciary oversight. As part of its organizational maturation, FWB is creating its first Executive Director position. This foundational role will focus on strengthening operational coordination, supporting governance, and advancing fundraising and external relations.

Position Overview

The Executive Director (ED) serves as the organization's senior operational lead and is responsible for implementing Board-approved strategies, policies, and priorities tied to the execution of the organization's new vision, mission, and values.

Working closely with the Board of Directors, the ED supports effective governance while managing day-to-day organizational coordination.

This is a part-time, developmental role suited to a self-directed professional who is comfortable operating in a resource-constrained, volunteer-driven environment and helping build systems, processes, and momentum.

Reporting Relationship

The Executive Director reports directly to the President of the Board (or Board-designated authority) and works closely with the full Board of Directors and relevant Board committees.

Core Responsibilities (Year 1 Focus)

Governance & Board Support

- Support the Board of Directors by preparing timely reports, updates, and briefing materials.
- Implement Board-approved policies, decisions, and strategic priorities.
- Support compliance with by-laws, governance policies, and ethical standards.
- Work with the Corporate Secretary to schedule, prepare for, and attend Board meetings (ex officio).
- Identify organizational risks, opportunities, and areas for improvement, and bring forward recommendations to the Board.

Fundraising & External Relations (High Priority)

- Under the leadership of the Director - Fundraising support and coordinate fundraising activities, including grants, sponsorships, donor engagement, and campaigns.
- Work collaboratively with the Director of Fundraising and Board members to advance fundraising objectives.
- Build and maintain relationships with funders, partners, community leaders, and key stakeholders.

Note: Fundraising success is a shared responsibility between the Board and Executive Director. The ED coordinates and supports efforts within Board-approved strategies and available resources.

Operations & Administration

- Ensure compliance with applicable legal, regulatory, and reporting requirements for Canadian non-profit organizations, including annual filings.
- Maintain organizational records, contracts, insurance documentation, and policies.
- Work with the Legal Director to support compliance with employment and non-profit legislation.
- Develop and implement operational plans and procedures aligned with strategic objectives.
- Identify organizational needs related to staffing, training, systems, and equipment, and provide recommendations to the Board.

Future / Growth Responsibilities (As Capacity and Funding Allow)

- Provide leadership and coordination to paid or volunteer personnel.
- Support strategic planning, evaluation, and organizational development initiatives.

- Expand partnerships and program delivery capacity.

Qualifications & Skills

- Post-secondary education in administration, business, law, public administration, or a related field, or an equivalent combination of education and experience.
- Experience working with non-profit or non-governmental organizations, preferably in volunteer-driven environments.
- Knowledge of Canadian non-profit governance and legal compliance requirements.
- Strong written and verbal communication skills.
- Strong organizational and coordination skills.
- Demonstrated ability to work independently, remotely, and with limited day-to-day oversight.
- Proficiency with common productivity tools (Google Workspace, Microsoft Office).
- Ability to prepare reports and implement Board direction effectively.
- Collaborative leadership style and ability to work with volunteers and diverse stakeholders.
- Adaptability and comfort working in evolving organizational contexts.

The successful candidate will recognize that this is a newly created role and that a learning and development period is expected. While the Board will provide guidance and support, the Executive Director must be a self-starter capable of navigating ambiguity and building foundational systems.

How to Apply

Interested candidates are invited to submit a resume or curriculum vitae (Word or PDF format) to:

Kevin Lambert

Director of Volunteers

Firefighters Without Borders

Email: klambert@firefighterswithoutborders.org

Applications must be received no later than **March 15, 2026**.

Only candidates selected for an interview will be contacted.