

Chief Administrative Officer /Secretary-Treasurer

The Credit Valley Conservation Authority (CVC) is dedicated to protecting, managing, and restoring the natural environment of the Credit River Watershed, Ontario. Under provincial legislation, we manage natural resources on a watershed basis and regulate natural hazards in one of Canada's most densely populated regions. We partner with municipal governments, businesses, environmental groups, communities and landowners to deliver locally based programs that create connections between people and nature, knowledge and actions.

Define the Future

As Chief Administrative Officer / Secretary-Treasurer (CAO), you will become a visible and vocal champion of this watershed. You will provide visionary leadership and direction to achieve CVC's mission to work with our partners to protect, restore and positively impact the management of the watershed through the establishment of environmental programs. As CAO, you will be committed to continuous improvement, evidence-based decision making, corporate excellence assuming responsibility for the organization's performance and the success of its financial operations. You will inspire and strengthen this organization by fostering an inclusive and respectful culture that adheres to CVC's values.

Working collaboratively with an engaged Board of Directors, you will provide strong leadership to the senior management team and play a pivotal role in leading the creation of key priorities, policies and actions to ensure the achievement of CVC's strategic goals. You will guide your managers and staff complement of approximately 240, with the resources and clarity of purpose that they need to succeed. Understanding that the success of an organization depends on building new and sustaining existing relationships, you will also represent and promote CVC by undertaking key liaison activities with our member municipalities, government agencies, other Conservation Authorities, stakeholder groups and the community.

Ideal Qualifications

The ideal candidate has a passion for the environment, is an accomplished and inclusive senior leader with a post-secondary degree, expertise and/or experience in environmental disciplines, municipal planning or engineering who also demonstrates strong business and financial skills. The candidate is an exceptional communicator with a minimum of 10 years of senior management experience in Conservation Authorities or a related public sector. The successful candidate knows how to lead in a time of change, both internally and externally, to ensure the long-term sustainability of our organization.

How to Apply

To explore this opportunity, please apply via email with a covering letter and resume **by September 29, 2025 or sooner to careers@waterhousesearch.net** quoting project **CVC-CAO**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net, or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

CVC is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), CVC will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform the Executive Recruiter.

All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted.