



**WILDERNESS
COMMITTEE**

NATIONAL OFFICE
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WildernessCommittee.org

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Canvass Director

Position summary

The Canvass Director supervises and coordinates the Wilderness Committee's Vancouver door-to-door and telephone canvassing teams. The position is responsible for recruiting, training, scheduling and supporting canvassers; assigning canvassing territories; monitoring performance and fundraising results; maintaining accurate records; and completing the administrative and financial processes connected with canvassing operations.

About the Wilderness Committee

The Wilderness Committee is a grassroots, people-powered wilderness preservation organization with 45 years of experience protecting nature, defending wildlife and advocating for a stable and healthy climate. We have offices in Vancouver, Victoria, Winnipeg and Toronto and work with supporters, volunteers and activists across Canada.

We recognize that respecting Indigenous rights and title is fundamental to addressing the biodiversity and climate crises. Our work has helped protect millions of hectares of wilderness, defend at-risk species and challenge irresponsible fossil-fuel development while advocating for a just transition to a post-carbon society.

Responsibilities

- Supervise and coordinate the daily activities of door-to-door and telephone canvassers.
- Recruit, interview, hire, onboard and train new canvassers.
- Assign canvassers to duties and territories and prepare weekly work schedules.
- Prepare and distribute canvassing maps and organize territory rotations.
- Conduct campaign briefings and provide ongoing coaching, feedback and operational support.
- Monitor canvasser attendance, fundraising results, conduct and overall performance.
- Prepare reports concerning fundraising results, canvasser performance and personnel matters.
- Address workplace, donor and canvasser concerns and escalate matters when appropriate.
- Coordinate callbacks and maintain accurate donor and canvassing records using Salesforce CRM.
- Reconcile cash, cheque and electronic donations collected by the canvassing teams.
- Verify canvasser hours and prepare payroll information for processing.
- Organize canvassing trips to communities outside the Lower Mainland.
- Support the organization's donor-acquisition, donor-retention, fundraising and public-outreach objectives.
- Work with the fundraising team to develop and maintain procedures for canvassing operations across the organization.
- Perform canvassing duties when operationally required.

Education and experience

- Completion of secondary school is required.
- At least two years of experience supervising employees or canvassing teams.
- Previous face-to-face nonprofit fundraising and canvassing experience is required.
- Related sales experience is considered an asset but does not substitute for nonprofit fundraising experience.
- Experience recruiting, onboarding, training, coaching and evaluating employees.
- At least two years of experience with administrative and financial responsibilities, including tracking results, preparing reports, reconciling funds or preparing payroll information.
- Experience using Salesforce CRM or comparable donor-management or customer-relationship-management software.

Skills and operational requirements

- Knowledge of nonprofit fundraising and donor-acquisition practices.
- Strong verbal and written communication skills in English.
- Strong organizational, problem-solving and relationship-management skills.
- Ability to plan and navigate canvassing territories throughout Vancouver.
- Proficiency with Microsoft Office and related workplace technology.
- Ability to prioritize multiple responsibilities and work both independently and collaboratively.
- Commitment to maintaining a respectful, positive and healthy workplace.
- Availability for occasional evening and weekend work.
- Ability to travel to communities outside the Lower Mainland.
- A valid driver's licence and the ability to drive for work-related travel.

Compensation and benefits

This is a permanent, full-time position unionized with BCGEU Local 2003. The wage is \$39.26 per hour for 32 guaranteed hours per week over a four-day work week. The approximate annual salary is \$65,321. Compensation and benefits are determined in accordance with the applicable collective agreement.

Benefits include annual paid vacation, a year-end closure, comprehensive medical and dental coverage, a health savings account and a retirement savings plan.

Employment equity

The Wilderness Committee is committed to employment equity as an ongoing process. We encourage qualified applicants from underrepresented groups, including women, Indigenous persons, racialized communities, persons with disabilities and members of sexual or gender minority groups, to apply.

How to apply

Please submit a cover letter and resume as a single PDF, with "Canvass Director" in the subject line, to hiring@wildernesscommittee.org.

Initial review of applications will begin on Wednesday, November 25, 2026, at 5:00 p.m. Pacific Time. Applications will continue to be accepted while the position remains posted. We thank all applicants for their interest; only candidates selected for an interview will be contacted. Please do not telephone or visit the office regarding this position.