



KNOWLEDGE EXCHANGE PROGRAM MANAGER

Full-Time Salaried Role

www.fuseconsulting.ca

June 2026



Knowledge Exchange Program Manager

SUMMARY:

Fuse Consulting Ltd. is a fast-paced, flexible company which plays an exciting role in connecting knowledge to practice in the fields of forestry, land restoration, wildlife biology and wildfire resilience. We're looking for a Knowledge Exchange Program Manager who can thrive in an environment where your peers support your professional development, and you are empowered to make a difference through your work.

For this role, we're in search of someone with project management experience, a keen eye for details, excellent time management skills, the ability to lead projects independently and senior-level writing abilities. The successful applicant will be perceptive, hard working, and able to balance the needs of, and maintain relationship with, diverse stakeholders. Part program manager, part writer, part systems thinker, your main role will be to manage multi-sector conservation and knowledge exchange projects.

In addition to these main projects, some of your time will be spent supporting workshops delivered by the Fuse Consulting team. This may include helping coordinate client planning meetings, assisting with facilitation and/or workshop delivery, writing high quality reports and providing technical support for virtual events.

Our main requirements include a passion for project management, clear and effective written communication, commitment to personal growth, drive for excellence, and desire to have influence through your work. In this role, you will find yourself having a direct impact on moving new research and knowledge exchange projects forward, managing committees with talented senior executives and subject matter experts from across Canada.

This position offers a unique opportunity for a full-time salaried position with a focus on work-life balance. You'll quickly see how you can make your mark with Fuse – a growing company that's helping lead the way in the field of science communication.

OUR VALUES:

INFLUENCE - Through creative approaches, innovative problem solving and exceptional delivery, we will positively influence land use management decisions and the wellbeing of people and the planet.

EXCELLENCE - By committing to excellence, we will develop products and create experiences for our clients that exceed their expectations and distinguish us from our competitors.

GROWTH - Through a relentless commitment to personal and professional growth, we will expand our knowledge and talents and strengthen our impact.

CONNECTION - We foster an inclusive environment where individuals feel safe to show up and embrace their unique strengths, as we appreciate the value of diverse lived experiences to drive innovation, deepen relationships and support our community.



EXPERIENCE:

This individual will need to hit the ground running to efficiently take over management of a diverse suite of projects. We encourage people with five or more years of experience managing complex partnerships, projects or administering programs to apply. We also encourage applicants to share writing samples as available to showcase their experience and expertise in writing for diverse audiences. The ideal candidate will have experience in the fields of forestry, caribou biology, wildfire resilience, environmental sciences or conservation biology, or at a minimum have a strong interest in these disciplines. Experience with website management and fund administration are considered strong assets for applicants but are not required.

PRIMARY RESPONSIBILITIES:

- Play a role in advancing knowledge exchange partnerships towards their ambitious plans and achieving impact and outcomes on conservation and wildfire resilience in Canada.
- Manage internal and external communications for key projects and clients.
- Lead the scoping, design, and implementation of strategic knowledge exchange plans to help clients achieve their knowledge exchange goals.
- Map out project timelines, project plans, and yearly budgets with the goal of achieving the outcomes of client projects.
- Build and maintain strategic relationships with Steering Committee members, funding recipients, and service providers and keep them accountable to timelines and reporting processes.
- Identify opportunities to enhance client programs, and work with company Principals to scope out and implement these improvements.
- Prepare annual reports, with the goal of showcasing program achievements and updating partners on progress achieved.
- Working with a professional facilitator, coordinate and document meetings and other engagement events for helping partners and clients advance key action items and decisions.
- Technical and journalistic style writing for reports and public communications.
- Provide administrative support to the Chair, Treasurer, Project Managers and Content Committee for various projects as needed.
- Provide support to other Fuse team members in planning and executing facilitated events.
- Provide expert writing services to other Fuse clients as required.
- Training and experience in Adobe Creative Suite is an asset.
- Knowledge and experience with a Content Management System (Wordpress or SquareSpace) is an asset.

QUALIFICATIONS:

- Evidence of a strong commitment to personal growth, excellence in your work, and influence through thoughtful contributions to science-based discussions.



- Senior-level written and verbal communication skills. Ability to target your writing and adapt your tone and style to meet the requirements of various clients and media.
- Minimum undergraduate degree in Forestry, Environmental Sciences, Biology, or related discipline.
- Proven ability to see the needs of a program or project, identify opportunities to improve, and to outline steps to implement new ideas.
- Project management experience and an appreciation for organization and process.
- Strong executive function to break a complex challenge into smaller steps and execute on a timeline, leveraging a team.
- Experience working as a team player with the ability to work independently.
- Strong attention to detail and an appreciation for well planned and executed events.

POSITION DETAILS:

This position is an 18 month contract (Sept 1, 2026 – March 31, 2028) with significant opportunities for continuation based on performance and continuation of funding levels.

If you are looking for a chance to work in a dynamic company, focused on contributing to solving some of Canada's most complex conservation and land management challenges, you will find fulfillment in this role. We have key hubs located in Edmonton, AB, and Salmon Arm, BC. Applicants may apply to work from one of these hubs, or to work from a remote location within Canada.

Salary will be commensurate with experience, and includes a comprehensive health benefits plan, paid vacation, and a fun, people-centered work culture that is committed to your personal and professional development. The salary range is \$70,000 to \$85,000 for a 37.5-hour work week. The position will be filled as soon as a suitable candidate is found, so apply today. The **anticipated start date is September 1st, 2026.**

ABOUT THE COMPANY:

Fuse Consulting is a dynamic, growing firm that specializes in science communication, process facilitation and nature interpretation in the fields of forestry, land restoration and conservation biology. Through all our projects, we are focused on finding new, creative ways to *connect knowledge to practice* for our clients. We have been operating for twelve years and have worked with some of the most progressive organizations in Canada. Our people are the core of our business and we invest fully in the development of our staff to enable them to maximize their impact in their careers.

- We are one of the pioneers in the use of infographics in science communication in Canada.
- We are leaders in creative science communication, partnership development, and process facilitation.
- We are always experimenting with new techniques to make an impact through our work.
- Our team culture is centered around coaching and is built to help everyone achieve their very best.



- Our clients recognize us for our high-quality work and our ability to connect science to real world challenges – helping advance discussions around sustainability.

HOW TO APPLY:

If this sounds like the job for you, please submit a cover letter and resume to hello@fuseconsulting.ca. In your cover letter please identify the following:

- Why are you interested in a job with Fuse and in supporting knowledge exchange partnerships?
- How your project management and writing experience make you qualified for this role.
- What you wish to achieve through this position and your future career.

We encourage applications from people who identify as women, Indigenous peoples, visible/racialized minorities, persons with disabilities, as well as LGBTQ2S+. Applicants may request accommodations at any stage of the recruitment process and we will work with you to meet your needs.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

DIVERSITY, EQUITY AND INCLUSION STATEMENT:

Fuse Consulting is committed to creating an environment where our team can do their best work and actively contribute to advancing diversity, equity, and inclusion in the workplace. We recognize that to achieve this, we must listen, learn, challenge, adapt, and grow together as a team. We strive to continuously refine our culture and policies in a way that removes barriers, increases accessibility and strengthens equity, while also building long-term, trusting relationships and a safe space for our team to belong and grow.

Connection is a foundational value at Fuse. We respect Indigenous knowledge systems and continue to share bright spots and learn from the diverse communities we work with. When we learn (and unlearn) we pause, pivot and implement changes to our processes so we are moving forward in a good way. Through a lens of responsibility and reciprocity, we acknowledge and aim to advance the recommendations of the Truth and Reconciliation Commission.

It is with respect and gratitude that the team at Fuse Consulting Ltd. acknowledge that we live and work on Treaty 6 territory, the ancestral and traditional territory of the Nehiyawak (Cree), Denesuliné, Blackfoot, Saulteaux (Anishinaabe), Kanien'kehá: ka (Mohawk), and Nakota Sioux. It is also the homeland of the Métis Nation - Region 4; and the largest population of Inuit south of the 60th parallel. It is the home and traditional lands of many First Nations, Métis and Inuit Peoples not recognized by Treaty.



As settlers to this land, we are dedicated to learning from First Nations, Métis and Inuit and to learn how to embed reconciliation and meaningful action within our work while strengthening relationships with the peoples who have lived on and protected this land since time immemorial. We commit to living in harmony with the traditional peoples of these lands, learning from them, respecting their knowledge, lifting them up and growing towards a just and sustainable future.