

Employment Opportunity



Oliver & District Heritage Society

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

www.oliverheritage.ca

Executive Director

Full Time (35 hrs/wk)

Salary: \$43,000-\$48,000 annually (contingent upon experience) plus allowance in lieu of benefits

Start Date: Early 2019

Deadline for application: November 21, 2018

The Oliver and District Heritage Society (www.oliverheritage.ca) operates a Museum and Archives in Oliver BC, a rural town in the South Okanagan valley known for its unique climate and agriculture production – primarily fruit and wine. Nearby communities include Osoyoos, Penticton, Okanagan Falls, and Kaleden. Our collection deals primarily with items from Oliver and RDOS District area C.

Primary duties: The successful candidate for Executive Director will lead staff and volunteers, and engage in activities in a manner that supports ODHS's mission to preserve and promote Oliver's history and natural history. The Executive Director will also prepare the proposal of the annual budget for the Board of Directors and responsibly manage approved budgets and projects. They will provide support to the Board, including the creation and distribution of Board meeting documents. They will oversee administration, programs, and implement the strategic plans of the organization.

Other job duties may include, but are not limited to: community outreach, collections care, operational policy development, payroll, bookkeeping, grant proposal writing, program development, representing the Society within the community and regionally, exhibit design, establishing and maintaining community partnerships, providing museum and archival services to the public, building maintenance and housekeeping as needed, and volunteer coordination.

Qualifications: The ideal candidate will have completed a post-secondary degree, and has had experience working in the heritage sector. They will exhibit strong organizational and social skills, responsibility and reliability, attention to detail, a positive attitude, adaptability, and a willingness to learn. They must have strong computer literacy skills, solid experience with budget preparation and financial management, knowledge of fundraising strategies, strong interpersonal and resource management skills, exceptional written and oral communication skills, working knowledge of strategic planning and implementation, supervisory experience, and a strong working knowledge of employment, service, and project contracts. Experience with PastPerfect collections software and Quickbooks are an asset.

Application deadline: **Nov 21, 2018 at 11pm.** Please submit resume and cover letter by email to info@oliverheritage.ca. Mail applications will not be accepted.