



Executive Director, MSA Museum Society

The MSA Museum Society invites applications for the full-time position of Executive Director. Reporting to the Board of Directors, the Executive Director is responsible for the development and administration of the programs and affairs of the Society in accordance with the stated goals and policies as formulated by the Board of Directors. The Executive Director is also responsible for public relations, fundraising, consultation and coordination with community groups, management and staff supervision.

The successful candidate will possess relevant education with a focus in history (BC history preferred) and museum studies with a minimum of three (3) years' experience managing heritage facilities and museum collections. A combination of relevant education and professional experience may be considered. Other qualifications will include substantial knowledge of the history of Abbotsford and the Fraser Valley; evidence of a strong interest in the heritage and history of the community; solid knowledge of the operations of a non-profit society; evidence of a commitment and progression of on-going involvement within the volunteer and non-profit environment; a strong commitment to participate in community activities with other organizations in the non-profit environment; a solid track record in financial management including budgeting, accounting, grant writing and fundraising; experience in developing short and long term business plans in a non-profit environment; ability to coordinate and run cultural tourism initiatives and special events; ability to work within the policies and long-term plans established by the Board of Directors; proven ability in human resources management working with volunteers, staff and a diverse community; superior communications skills, both oral and written; evidence of and a continuing commitment to relevant professional development; good organizational and coordination skills; a high degree of computer literacy in a variety of software; willingness to work flexible hours including evenings and weekends.

Applications will be accepted until February 27, 2015.

Salary commensurate with experience.

Please submit cover letter, resume and references to:

Chair, Personnel Committee

MSA Museum Society

c/o 2437 Woodstock Drive

Abbotsford, BC

V3G 2B6

Mission Statement

To be the memory of the community by preserving and interpreting its history.