



## EXECUTIVE DIRECTOR

### Job Posting

The Gulf of Georgia Cannery Society is a charitable non-profit whose mission is to preserve and promote the history of Canada's west coast fishing industry. The Society does this by operating the Gulf of Georgia Cannery National Historic Site and undertaking other public education initiatives related to its mission.

Reporting to the Board of Directors, the Executive Director is responsible for overseeing operations of the Society and implementing the vision set by the Board.

#### **Responsibilities:**

##### Governance & Operations

- Work closely with the Board of Directors to shape and maintain a vision and strategic plan
- Write the Annual Report, Business Plans other reports and plans as required
- Develop and implement operating policies and procedures
- Direct operations, programs and activities of the Society on a day-to-day basis
- Act as a professional advisor and guide to the Board of Directors on all aspects of the organization's activities
- Support the work of the Board and Committees
- Participate in Board committees as required

##### Human Resources

- Oversee the implementation of the human resources policies, procedures, and practices
- Establish a positive, healthy, and safe work environment which encourages diversity and people engagement
- Hire, supervise and evaluate the management team and contractors
- Prepare the Operational Plan and supervise its implementation
- Oversee the implementation and administration of staff benefits plan

##### Financial Management

- Prepare and manage budget
- Liaise with the Accountant to ensure proper accounting procedures
- Work with Bookkeepers and staff to ensure accurate financial recording and reporting
- Ensure charitable return and other financial reporting is submitted as required

##### Facilities

- Work with the Maintenance Officer to ensure the facility is properly maintained
- Work with Health and Safety Committee to ensure necessary security and safety procedures are in place
- Liaise with Parks Canada, Public Works and Government Services Canada and contractors regarding capital repairs

### Fund Development

- Oversee fund development planning and identify strategic fund development opportunities
- Prepare and submit grant applications
- Manage museum fundraising initiatives
- Oversee sponsorship relationships and requests

### External Relations

- Act as a champion and spokesperson for the organization
- Liaise with Parks Canada regarding site operations and contracts
- Communicate with stakeholders to build relationships that foster the success of the Society
- Establish and maintain relationships with related organizations, government agencies, community groups, corporations, foundations and individuals

### **Qualities:**

- You possess initiative and a collaborative leadership style.
- You have outstanding relationship building and communication skills.
- You analyze organizational trends and articulate strategic recommendations.
- You effectively solve problems.
- You demonstrate a high standard of excellence.
- You act with uncompromising integrity and ethics.
- You energize others – lead by example, recognize contributions and celebrate accomplishments.
- You search for opportunities and are willing experiment and take risks.
- You have a passion for history, heritage and public education.
- You exhibit a business mindset with a drive for results.

### **Skills:**

- 3-5 years experience in a leadership role in an arts and cultural institution
- Bachelor's degree or an equivalent combination of education and work experience
- Strong organizational abilities including planning, delegating, human resource management, program development and task facilitation
- Excellent financial skills and proven track record in fund development
- Prior experience in a non-profit organization preferred
- Fluent in English, with strong research, writing, and editing skills
- Basic IT skills
- Basic understanding of museum and/or heritage site management
- Ability to work flexible hours

### **Compensation:**

- Salary range is commensurate with experience and qualifications
- Comprehensive benefits package
- RRSP matching contribution program
- Ongoing professional and personal development

Please send resume and cover letter to Rebecca Clarke, Executive Director at [rebecca.clarke@gogcannery.org](mailto:rebecca.clarke@gogcannery.org) by August 13, 2017.

Only suitable candidates will be contacted. No phone calls please.