



## Interim Executive Director

(One-year Maternity Leave position)

Date of Posting: November 26, 2018  
Application Deadline: January 4, 2019  
Email: [MAAGjobposting@gmail.com](mailto:MAAGjobposting@gmail.com)

Position Start Date: March 18, 2019  
Term: One-year Maternity Leave Term-Employee.  
Commitment: Part-time. The expectation is that this role will require a 3 day per week commitment.  
Remuneration: \$27,300 per annum

Job Description: The complete job description may be viewed at:  
<https://touchstonesnelson.ca/get-involved/employment/>

The Interim Executive Director will report to the Board of Directors and will be responsible for the ongoing day to day operations of the Nelson and District Museum, Archives, Art Gallery and Historical Society (Touchstones Nelson).

The Interim ED will be responsible for:

1. Implementing the annual Operating Plan and 2018-2020 Strategic Plan in alignment with the organization's vision, mission and mandate.
2. Reporting to the Board of Directors and its committees on the delivery of sustainable programs/activities.
3. Enacting the 2019-2020 Fundraising Plan and 2019-2020 Grant Calendar.
4. Maintaining productive relationships and strategic alliances with the community, levels of government, related association, and business organizations to continue to build awareness and support for the organization.
5. Facility Maintenance (502 Vernon St. and the Bunker at 514 Vernon St.) to ensure safe and secure environments for staff and visitors.
6. Supporting staff and volunteers in the delivery of programs, activities and services.

Qualifications:

The position requires post-secondary education in Non Profit Management, Business Administration, or related field. A minimum of 5 years of directly related experience in the operation of a non-profit organization is required.

The position requires knowledge and understanding in the following areas:

- Business and financial plans
- Contract management and dispute resolution
- Financial management and budget processes
- Related federal and provincial legislation (Employment Standards, Human Rights, Occupational Health and Safety, Payroll, Freedom of Information and Protection of Privacy and Personal Information Protection Acts, Charities, etc.)
- Fundraising strategies

Application Process:

Interested applicants are invited to submit a letter of application, a current resume, and contact information for three references to: [MAAGjobposting@gmail.com](mailto:MAAGjobposting@gmail.com).  
The application deadline is: **January 4, 2019 at 4pm.**

We thank all applicants for their interest but will only contact those selected for an interview.