

Fraser River Discovery Centre Director of Operations - Permanent

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia, through exhibits, education programs, and special events. The FRDC Society is currently seeking a full-time **Director of Operations (permanent)** to join our small, dynamic team of staff, contractors, and volunteers and lead the operations of the Fraser River Discovery Centre.

SUMMARY

Reporting to the Board of Directors of the Fraser River Discovery Centre Society and working closely with the Executive Director in accordance with established policies and procedures the Director of Operations provides leadership and direction for the operations of the Fraser River Discovery Centre. The Director of Operations works with various committees of the Board, staff, contractors and volunteers towards fulfillment of FRDC's mission and vision through planned exhibits and education programs, special events and projects, fundraising, and community activities:

RESPONSIBILITIES

- **Implementation of the FRDC Strategic Direction** - Direct overall operations of the FRDC, implementing the strategic business plan, managing all employees, contractors and volunteers and direct the programming of the FRDC ensuring annual planning, and program development achieve consistent and timely progress toward the Society's long range strategy.
- **Operational Leadership** - Establish and maintain the organizational infrastructure of the FRDC, though policies, procedures and goals, managing and supervising core functions: visitor services, education programs & special events, exhibitions and community engagement.
- **Financial Management** - Maintain sound financial management practices ensuring compliance to the Society's financial policies; administer annual budgets and monitoring expenses and revenues, preparing business plans, budget projections, statistical and financial reports as required. Prepare budgets and reports relative to specific projects, grant applications and sponsorship agreements.
- **Human Resources** - Supervise all administrative and human resource issues including recruitment, employment, training, evaluation, disciplining and terminating of all personnel (paid staff, contractors and volunteers) coordinating compensation matters and salary administration and ensuring that job descriptions are developed and that sound human resources practices are in place to maintain a climate which attract, keeps and motivates a diverse staff of top quality people.
- **Fund Development** - Support the FRDC Society fundraising initiatives through grant research and writing to meet operational requirement of the 17,000 square foot facility, human resources and planned programs and initiatives; work closely with the Executive Director to ensure adequate funds are available to permit the organization to carry out its work.
- **Audience and Relationship Support** - Support the development of relationships with community organizations government and businesses along the Fraser River and Fraser Basin through involvement in tourism industry, civic committees and cultural initiatives.

ESSENTIAL AND DESIRABLE QUALIFICATIONS

- Undergraduate degree in a relevant discipline - museum & cultural management preferred. Minimum of three years' experience or the equivalent combination of education and experience.
- Background in business administration preferred, knowledge of accounting principles and practices.
- Extensive experience working with human resources. Must have excellent supervisory skills and the ability to effectively recruit, train, supervise, and motivate employees.
- Must have excellent financial, records management, space planning, organizational, communication and management skills.
- Proven experience in successful project management.
- Working knowledge of exhibit, education and collection management principles and contemporary museum trends, strategies and practices.
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- Proven experience in successful grant writing. Experience fundraising through donor campaigns and sponsorships an asset.
- Demonstrated experience working with a range of diverse audiences.
- Exceptional interpersonal, organizational, analytical skills.
- Effective oral and written communication skills.
- Ability to work in a complex and demanding environment with a high level of attention to detail.
- Ability to effectively prioritize, organize and schedule workload, work under pressure
- Proficient in the latest edition of Microsoft Office Suite. Familiarity with CiviCRM database is an asset.

Hours: Full-time, 37.5 hrs/week, usually Monday to Friday 8:30 am– 4:30pm with occasional evening work + holidays.

Application deadline: December 14, 2018 Desirable **Start Date:** January 2019

Salary range: \$55,000-70,000/Annum (compensation commensurate with experience)

To apply, please e-mail resume and cover letter in confidence to:

FRDC Human Resources Committee

Fraser River Discovery Centre, 788 Quayside Drive, New Westminster B.C., V3M 6Z6

E-mail: hr@fraserriverdiscovery.org

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