



## Executive Director (6 month term)

### Job Description

Full-time employee position (6 month term with the possibility of an extension)

### Summary

*Reporting to the Board of Directors, the Executive Director is responsible for the delivery of programs and services that align with the vision, mission and strategic plan of the organization including the operation of two facilities. The Executive Director is responsible for managing the annual operating budget, grant writing and coordinating fundraising and development to support the functioning of the organisation. The position is responsible for Human Resources and the management of staff.*

### Primary Responsibilities

Implement the annual Operating Plan and support the Board of Directors to update the 2023-2025 Strategic Plan in alignment with the organization's vision, mission and mandate. This involves:

- Overseeing programming/activities and services that support strategic priorities.
- Ensuring key strategies are continued that enhance the profile and awareness of the programs and activities provided.
- Managing the operating budget to ensure financial resources are available to meet programming and activity needs.
- Balancing resources and the ability to deliver to the expectations of the Board and funders.

Reporting to the Board of Directors and its committees on the delivery of sustainable programs/activities. This includes:

- Providing information regarding issues affecting operations so that the Board and Staff teams may make informed decisions.
- Providing assessment of organization activities in meeting expected outcomes.
- Proactively identifying and evaluating risks and challenges relating to finances, good will, reputation, etc. and assisting the Board and Staff to develop solutions or recommendations to address or mitigate such challenges.
- Generating financial, grant funding, and operational reports for monthly Board meetings.

Coordinating and managing fundraising efforts and the 2026 Grant Calendar to generate revenue. This is accomplished through:

- Working with the Fundraising Committee in the development and implementation of fundraising events, annual appeals, raises, and other fundraising initiatives.
- Researching funding sources and identifying potential sponsors (public and private) as well as preparing and submitting applications for grant funding.
- Managing and enacting grant reporting



Ensuring the ongoing decolonization and social justice strategy of the organization

- Enacting the Anti-Racism and Cultural Equity Policy
- Ensuring full adherence to the MoU signed with the West Kootenay Metis Association, and draft MoU's with the Ktunaxa Nation Council and Sinixt Confederacy/Colville Confederated Tribes.
- Working with the community, staff team, and provincial and federal umbrella bodies and policies to ensure the ongoing decolonization of the archives and collection and equitable and inclusive programming.

Museum Redevelopment

- Utilising existing and potential future funding sources to continue the Museum Redevelopment project.
- Work in partnership with the Indigenous Nations and community in the redevelopment of the museum space.

Maintaining productive relationships and strategic alliances with the community, levels of government, related association (e.g. Canadian Museum Association, BC Museum Association) and business organizations to continue to build awareness and support for the organization. This includes:

- Enacting the communication and marketing strategy.
- Participating in appropriate community functions/forums and representing the organisation to develop an understanding and knowledge of the organisation and its vision and mission.

Maintenance of facilities and equipment (502 Vernon St. and the Bunker at 514 Vernon St.) to ensure safe and secure environments for staff and visitors. This includes:

- Ensuring budget planning includes maintenance and renewal of facilities and related equipment.
- Overseeing contractors to ensure quality service is provided.
- Coordinating and assessing effective utilization of space to meet program and service needs.

Supporting staff and volunteers in the delivery of programs, activities and services. This involves enacting the HR Policy.

- Providing staff and volunteers with tools, processes and training that enable them to effectively deliver programs, services and activities.
- Supporting staff through the implementation of programs including events that may occur after regular business hours.
- Assigning staff and other resources (contractors, volunteers) to effectively achieve program objectives

## Qualifications

The position requires post-secondary education in Non Profit Management, Business Administration, or related field. A minimum of 3 years of directly related experience in the operation of a not-for profit organization is required. An equivalent combination of education and experience will also be considered.

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