



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 committees as required

Human Resources

- Oversee the implementation of 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 Operation Plan and supervise its implementation
- Oversee the implementation of staff benefits plan

Financial Management

- Prepare and manage budget
- Liaise with the Accountant to ensure proper accounting procedures. Experience with Sage accounting a definite asset.
- 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
- Work with the 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 Relationships

- Act as a champion and spokesman 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 to 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 culture institution
- Bachelor's degree or 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
- 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 email cover letter and resume to Rob Hart, Interim Executive Director at rob.hart@gogcannery.org by **June 30, 2018**. Only suitable candidates will be contacted. No phone calls please.