

## Executive Director

### Lake Country Heritage and Cultural Society

#### Job description

The Executive Director is the management leader for the Lake Country Heritage and Cultural Society (LCHCS). The Director is responsible for overseeing the administration, programs and strategic plan of the organization. Key duties include overseeing the curatorial and archival functions of the Lake Country Museum and Archives, fundraising, marketing and community outreach. The position reports to the Board of Directors.

#### **General Responsibilities:**

- 1) Board Governance: Works with the Board to fulfill the mission and mandate of the LCHCS.
  - Responsible for leading in a manner that supports and guides the LCHCS mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing in a timely and accurate fashion, all information necessary for the Board to function properly and make appropriate decisions.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of the LCHCS, including submission to the Board of the proposed annual budget, accurately reflecting the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial situation.
  - Responsible for fundraising and developing other resources as necessary to support the mission of the LCHCS.
- 3) Organization Mission and Strategy: Works with Board, volunteers and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of programs that carry out the organization's mission.

- Responsible for strategic planning to ensure that the LCHCS can successfully fulfill its mission in the future.
  - Responsible for the enhancement of the LCHCS image by being active and visible in the community and by working closely with other organizations as appropriate.
- 4) Organization and Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are successful.
- Responsible effective administration of the LCHCS operations, particularly the operation of the Lake Country Museum and Archives
  - Responsible for the recruitment, training, retention and supervision of staff, including volunteers, student employees and contract employees.
  - Responsible for signing all notes, agreements and other instruments entered into and on behalf of the organization.

### **Preferred Professional Qualifications:**

- A post-secondary degree
- Experience in the non-profit and heritage sectors
- Experience with administration, fund raising and planning
- Experience with budget management including preparation, analysis, decision-making and reporting.
- Demonstrated organizational abilities in planning, delegating, development and task facilitation.
- Knowledge of fundraising strategies and donor relations in the non-profit sector.
- Strong written and oral communication skills.
- Strong public speaking skills.

### **Job Responsibilities:**

- Planning and operation of annual budget.
- Establishing procedures for all administrative functions, particularly the day to day operations of the Lake Country Museum and Archives
- Serving as primary spokesperson to the Society's constituents, the media and the public.
- Establishing and maintaining relationships with organizations throughout the region.
- Reporting to and working closely with the Board of Directors in policy decisions, fundraising and increasing the overall visibility of the Society.

- Strategic planning and implementation
- Maintaining the baseline functions of the museum and archives, including acquisitions, organisation, display and research.
- Marketing and communication efforts
- Review and approval of contracts for services