



## **Interim Executive Director**

(1-year Maternity Leave Term Employee)

### **Summary**

Reporting to the Board of Directors, the Interim 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 Interim Executive Director is responsible for enacting the 2018-2020 Strategic Plan and Operational Plan, as developed by the Board of Directors and Executive Director, which includes managing the annual operating budget, grant writing and enacting the fundraising/development plan that will support the functioning of the organization. The position is responsible for Human Resources and the management of staff.

### **Primary Responsibilities**

1. Implement the annual Operating Plan and 2018-2020 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 ability to deliver expectations of the Board and funders.
  
2. 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 may 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.

3. Enacting the 2019-2020 Fundraising Plan and 2019-2020 Grant Calendar to generate revenue. This is accomplished through:
  - Managing the Gala Coordinator and staff in the development and implementation of the June 1, 2019 Gala.
  - Researching funding sources and identifying potential sponsors (public and private) as well as preparing and submitting applications for grant funding.
  
4. 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 organization to develop an understanding and knowledge of the organization and its vision and mission.
  
5. Maintenance of facilities (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.
  
6. 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.
  - 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 5 years of directly related experience in the operation of a not-for 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