



Job Posting

Executive Director - Contract: Parental Leave

Location: Ottawa, ON

Employment Conditions: Full-time, temporary (14-month contract: parental leave coverage) with benefits, 15 days of vacation and 10 personal/sick days annually. Monday - Friday (37.5 hours), hybrid onsite-remote, occasional evenings and weekends.

Languages of work: English; French considered an asset

Compensation: \$72, 000 - \$78, 000 annually

Anticipated Start Date: January - February 2025

Application Deadline: December 2nd, 2024, at 4:00pm EST.

About the Bytown Museum

The Bytown Museum is a vibrant and progressive community museum in the heart of Ottawa, Ontario - the capital of Canada. Housed in the city's oldest remaining stone building, it is located beside the Ottawa Locks on the Rideau Canal (a UNESCO World Heritage site) and close to Parliament Hill. The museum is a historic treasure and a symbol of Ottawa's rich heritage and offers a range of engaging programs and services for all ages to enjoy. Since its founding in 1917, the Bytown Museum has served as an anchor in the community, preserving Ottawa's unique story for locals and visitors alike. It is a registered charity, not-for-profit organization.

Position Summary

Reporting to the Board of Directors, the Executive Director leads all aspects of the Bytown Museum's programs and operations to foster the financial, organizational, and programming vitality of the museum. This includes oversees all aspects of the Museum including strategic leadership, financial management, fundraising, talent management, media relations, partnerships, grants, advocacy, policy development and implementation, community building and stakeholder development.

This individual will identify, cultivate, and secure revenues for the museum's growth and sustainability as an institution in service to Ottawa-Gatineau's diverse communities and lead fundraising efforts from public and private sector sources. As a thoughtful leader, this individual will participate in current conversations concerning equity, diversity, inclusion, access, and decolonization and act as a passionate advocate for the Bytown Museum and the culture and heritage sector in the community, in Ottawa and beyond. Developing and fostering relationships with key stakeholders and partners, including Parks Canada, City of Ottawa, community organizations, businesses, and the Algonquin Anishinaabe Peoples of the region is central to the success of this role.

Result-oriented, this resourceful individual will foster and nurture a collaborative, creative and inclusive work environment, direct and mentor museum staff, enhance the visitor experience, and ensure efficient and effective management of human, financial, and

technological resources. They will oversee and guide collections management, exhibition, and programmatic activities, further securing the Museum's leading position in the culture and heritage sector.

Responsibilities

Strategic Leadership & Organizational Management

- Provide collaborative, sound, and supportive leadership and guidance to both permanent employees and contractors
- HR and personnel management including recruitment, onboarding/offboarding, timesheets, employee benefits coordination, development plans, performance evaluations, conflict management, and retention strategies
- Drive for results; support and motivate team to achieve 2025 targets and goals articulated in the 2023-2027 Strategic Plan

Operational Program Effectiveness

- Strong ED leadership in development of projects/programs to ensure departmental activities align with strategic goals and priorities
- Oversee program planning and delivery to meet or exceed targets
- Ensure that there is effective marketing and promotion for all programs offered

Business Planning & Development

- Develop, monitor and report on operational workplan, ensuring staff are equipped to reach goals and handle challenges
- Oversee and approve annual operational schedule, including seasonal hours, key dates, events, and scheduling allotment
- Provide direction and support for all departments to better achieve revenue generating targets

Budgeting, Financial Management and Fundraising

- Work closely with Finance Committee, Bookkeeper, and staff to ensure financial management and best practices are followed, including developing annual budget, financial monitoring and controls, monthly financial statements, and annual audit
- Implement fundraising strategy and donor stewardship
- Monitor, apply for, and ensure timely reporting for grant applications and funding opportunities from the public and private sectors
- Research sponsorship opportunities for museum events and special projects and proactively seek sponsorships, in collaboration with the Board and Staff

Board Relations and Governance

- Prepare and deliver timely reporting including Board Package, critical updates, Annual Report, Midyear Review, etc.
- Develop, revise and maintain policies, procedures and standards to ensure sound and efficient financial, human resources and administrative oversight
- Facilitate Board activities such as regular and committee meetings, training, financial oversight, strategic planning, advocacy, and fundraising
- Foster strong working relationship with ED and BOD
- Coordinate frequent and meaningful interactions between BOD and staff

Community Relations & Advocacy

- Develop contacts and liaise with other museum and heritage organizations and related institutions locally, provincially and nationally
- Represent and advocate for the museum including to municipal and government bodies
- Promote a better understanding of the role, policies and programs of the museum
- Lead partnership development and develop good relations with community groups to promote the multi-cultural character and histories of Ottawa

Required Skills and Experience

- Degree from recognized post-secondary institution in Museum Studies, Business, Management, Cultural Heritage Management, or related field in conjunction with equivalent experience. Advanced degree an asset.
- Minimum of **five years** of professional experience managing not-for-profit operations, with arts, culture and heritage sector experience an asset.
 - Proven leadership skills; experience managing and supervising staff
 - Financial management and business planning
 - Generating sustained revenues from multiple income streams such as federal/provincial/local grants, fundraising, membership programs, and commercial activities.
- Proven writing and communication skills
- Demonstrated ability to establish and maintain effective working relationships with staff and external partners
- Working proficiency in Excel and Google Suite, including collaboration software platforms such as Teams, Monday or Asana
- Familiarity with Truth and Reconciliation Commission's Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and Accessibility for Ontarians with Disabilities Act.
- Ability to provide a Police Record Check
- Fluency in French is considered an asset

What We Offer

This leadership role offers flexible work hours, extended health and wellness benefits, 15 days of annual paid vacation (exclusive of museum winter holiday closure), hybrid remote-work schedule, free on-site parking for staff, comprehensive training and leadership coaching, and paid professional development opportunities.

Application Instructions

Apply with a resume and covering letter to applications@bytownmuseum.ca by **December 2nd, 2024, at 4:00pm EST**. Please include the position title in the subject line of your email.

The Bytown Museum is an equal opportunity employer and welcomes diversity in our workforce. Should you require any accommodation during the application or hiring process, please contact our team at the email address above.

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