

POSITION DESCRIPTION

Title: Executive Director

Employer: Yukon Historical & Museums Association

Location: Whitehorse, Yukon

Supervisor's Name: President, YHMA

A) Position Summary

The Executive Director (ED) position exists to facilitate the stated activities, goals and policies of the Yukon Historical & Museums Association (YHMA). The position has broad responsibilities for the day-to-day operation of the YHMA office, assisting with long range planning, policy development, and allocation of financial and human resources. The ED is responsible for providing and directing support to the Board and Board committees. The ED is the liaison between the Board and its membership, the community, governments and non-government agencies. The ED is the direct supervisor of all other staff (including contractors).

1. Major functions: 50%

YHMA has two interrelated core activities: governance and programming/operations. The major function of the ED is to facilitate YHMA's purposes, policies, goals, activities, and the effective management of YHMA programs and operations.

YHMA Board Support

Provide and direct support to the Yukon Historical & Museums Association Board and its various working committees by:

- a) Assisting the Board to interpret YHMA's goals, objectives, policies and procedures to members, government, funding agencies, and the general public;
- b) Working with the Bookkeeper and the Treasurer to prepare and present a monthly financial report to the Board in a timely fashion;
- c) Reviewing and analyzing material for the Board and ensuring that issues requiring attention are brought forward with recommendations for specific actions to the Board and its working committees in a timely fashion;
- d) Disseminating Board meeting documents at least one week in advance of each scheduled meeting. This includes researching and consolidating files of background information prior to the meetings to facilitate effective discussion and decision-making;
- e) Attending Board meetings and recording the minutes;
- f) Liaising with the membership and assisting the Board in identifying and defining membership needs;
- g) Effectively communicating the organization's direction and activities to the membership via social media, the YHMA website and a quarterly newsletter;
- h) Assisting in the development of strategic plans to meet identified needs;
- i) Assisting in, or coordinating, the organization of Board meetings (including an annual Board retreat), public meetings/symposia;
- j) Assisting the Board in preparing the YHMA annual budget;
- k) Planning, promoting and coordinating the Annual General Meeting; and
- l) Drafting the YHMA Annual Report and coordinating its printing and distribution.

Programming and Operations

Developing program plans which identify resource requirements, performance objectives, and relationship to overall Board objectives, and priorities in consultation with the Board and its working committees by:

- m) Supervising and monitoring YHMA's day-to-day finances;
- n) Ensuring effective financial management of YHMA resources, including assisting the Bookkeeper in preparing monthly financial reports;
- o) Developing and/or overseeing the development of grant proposals, preparing annual O&M grant/contribution applications, and grant reporting to the funding agencies;
- p) Managing YHMA programs and services in a financially responsible manner; and

- q) Developing and maintaining positive and effective working relationships with the President, Board, committee chairs, contractors, volunteers, government, funding agencies and peer organizations.

2. Other activities: 40%

Coordinating and administering the Yukon Historical & Museums Association's governance and operations by:

- a. Planning, promoting, implementing and evaluating events such as the annual Heritage Awards, symposia/conferences, and fundraising events;
- b. Managing the maintenance and rental of LePage Park facilities and buildings;
- c. Promoting training opportunities for the heritage community through the Heritage Training Fund;
- d. Assisting the Annual Heritage Fair committee;
- e. Managing and coordinating the YHMA resource library and audio/visual resources;
- f. Hiring and managing staff as required for the efficient running of the YHMA office; and
- g. Managing the office of the association.

3. Examples of additional activities, which may be performed from time-to-time: 10%

- a) Attending meetings on behalf of the Board or Committee Chairs;
- b) Other related duties as assigned by the Board.

B) Problem-solving and decision-making

1. The ED is expected to make recommendations to the Board on the following topics for their final approval:

- a) Policy strategies, options, and priorities;
- b) Discussion papers;
- c) Nature, content, and direction of planning documents;
- d) Human resource options; and
- e) Major resource issues.

2. The ED is responsible for making final decisions on the following topics:

- a) Methodologies for undertaking various projects;
- b) The nature and content of research, analysis, and consultation on various projects;
- c) The design and quality of reports and documents;
- d) Changes in administrative procedures, which affect the internal operations of the YHMA;
- e) Day-to-day direction of the YHMA office including staff;
- f) Handling of requests for information to YHMA;
- g) Prioritizations of workload to ensure deadlines are met.

C) Freedom to Act

1. The President of YHMA acts on behalf of the Board as supervisor and advisor to the ED.

The Board of Directors determines the goals, objectives, and long-term priorities of YHMA. The ED determines the methodology and day-to-day direction of the YHMA office.

2. The types of decisions normally referred to the Board include:

- a) Emergencies;
- b) Policy-related issues;
- c) Legal matters;

- d) Issues associated with constitution and bylaws;
- e) Politically sensitive issues; and
- f) Changes in resource allocation.

D) Financial Accountability

1. The ED works with the Treasurer and/or Finance Committee to prepare the Draft Budget by:
 - a) Operating in a fiscally responsible manner;
 - b) Researching revenue sources, developing and/or overseeing the development of proposals for grants including O&M and Capital Projects.
2. The ED is fully accountable for the day-to-day management of fiscal resources.
3. The ED works with the Treasurer and Bookkeeper to provide monthly financial reports and quarterly program reports to the Board.

E) Management/Supervision of Human Resources

1. The Executive Director supervises staff which may include a bookkeeper, janitor, maintenance person, program supervisor and contractors (which may include event coordinators, construction workers and preparers of specialized reports) by:
 - a) Hiring staff and contractors as directed by the Board;
 - b) Training in tasks and work procedures;
 - c) Assigning work and reviewing for quantity and quality;
 - d) Establishing work priorities and schedules;
 - e) Changing duties and responsibilities;
 - f) Performing work appraisals and recommending merit increases.

F) Working Conditions

This is a complex position with many demands on time and patience. A heavy workload, working alone, frequent interruptions by telephone and walk-in traffic, and numerous critical deadlines and reporting duties may lead to stress. The ED should take regular breaks, and regularly communicate with the President to discuss solutions.

I) Organization Chart

The Executive Director is supervised by the Board of Directors (the board) through the President, who is an agent of the Board and acts on the direction of the Board. The Executive Director supervises permanent and part-time staff and contractors.

J) Qualifications

1. Essential Qualifications:

- a) Financial skills and demonstrated experience managing budgets over \$100,000;
- b) Skilled communicator, practiced with delivering messages to key stakeholders;
- c) Proficient in social media platforms, basic web management, and email marketing;
- d) Supervisory experience;
- e) Program management experience;
- f) Postsecondary education or comparable experience in a heritage field.

2. Desired Knowledge and Skills:

- g) Familiarity with Simply Accounting or other accounting software;
- h) Strong grant writing and reporting skills;
- i) Fundraising experience;
- j) Experience with analysis, reporting and policy development;
- k) Knowledge of basic marketing practices;
- l) Professional or volunteer experience in intercultural communications;
- m) Experience working for a volunteer board and with volunteer committees;
- n) Negotiation skills;
- o) Familiarity with Yukon communities;
- p) Comfortable working independently and in a team situation;
- q) Comfortable working with unexpected interruptions and demanding timelines;
- r) Class 5 Driver's License an asset.