



Yukon Historical &  
Museums Association

## Job Posting: Executive Director Whitehorse, Yukon

The Yukon Historical & Museums Association (YHMA) is seeking an energetic, outgoing, and organized Executive Director. YHMA is a non-profit organization that serves to connect and support the Yukon's heritage community, including museums, First Nation cultural centres and heritage organizations. The Executive Director reports to and is guided by a diverse volunteer Board of Directors, and uses a wide range of skills to solve problems creatively.

A typical day might include: work on creating a quarterly financial report; meeting with a committee of museum directors to set common goals for a collaborative marketing plan; taking an urgent call from a reporter who wants your opinion on an endangered heritage site; receiving a drop-in visit from tourists looking for places to view First Nations art; hiring a contractor to organize an event or research a topic; and work on writing a great grant application for a new or existing program.

Learn more about us and view the complete job description at [heritageyukon.ca](http://heritageyukon.ca).

### Essential Qualifications:

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

### Desired Knowledge and Skills:

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

Full-time position: 37.5 hours a week including occasional evenings and weekends  
Salary range: \$45k - 50k (commensurate with experience) plus a benefits package

**Closing Date:** July 29, 2016 at 5pm PST

Apply by email to:

YHMA Hiring Committee

[info@heritageyukon.ca](mailto:info@heritageyukon.ca)

Subject: ED application