



Interim Executive Director – 14-month Parental Leave Contract

The London Heritage Council (“LHC”) is seeking an energetic individual to fulfill the role of Interim Executive Director for a 14-month full-time contract to ensure the smooth running of the organization. The LHC is an award-winning heritage organization dedicated to connecting and engaging Londoners with their history, heritage, and culture. With diverse programs ranging from events, to education, to funding, LHC team members need to have diverse skillsets and innovative mindsets.

The successful applicant must be first and foremost a proven collaborator. They are also required to have proven abilities through a number of years’ experience in not-for-profit management or a related field (preferably with experience in cultural institutions or organizations) in the following key areas of accountability: financial management, corporate administration, government and corporate sponsor relations, oversight and management of staff, fundraising, festival operations and other strategic projects.

Job Title: Interim Executive Director

Location: London Heritage Council, Innovation Works, London, ON

Reports To: The Board of Directors

Type: 14-month full-time contract with benefits

Contract Salary: Commensurate with experience and the expectations of the not-for-profit culture sector

Timelines: 2 weeks of paid handover, October 23rd 2017 to November 3rd 2017, with Executive Director, with takeover starting November 6th, 2017.

RESPONSIBILITIES

Leadership

- Working closely with the Board of Directors (the “Board”), maintain the mission and strategic plan that guides the LHC

- Identify, assess, and communicate to the Board of Directors any internal and external issues that affect the organization
- Foster effective teamwork between the Board and the Interim Executive Director and between the Interim Executive Director and staff
- Work closely with the Culture Office of the City of London
- Act as a champion and spokesperson for the organization
- Take a leadership role in positively shaping the London heritage and culture community through involvement in associations, mentorship, sector advocacy and collaboration
- Build relationships with diverse communities by listening to other leaders and communities who are traditionally underrepresented

Operations and management

- Execute the operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the day-to-day operation of the organization ensuring that they align with the mandate and mission
- Provide support to the Board for meetings such as organizing, scheduling, attending, note-taking
- Oversee the planning, implementation and evaluation of the organization's programs, services, events and strategic projects with staff
- Write the Annual Report, Business Plans and other reports as required

Human resources and management

- Maintain appropriate staffing for organizational management and program delivery success with support from the Board
- Oversee the ongoing execution of the human resources policies, procedures, and practices
- Maintain a positive, healthy, and safe work environment which encourages diversity and engagement
- Maintain a performance management process for all staff which includes monitoring, coaching, and mentoring staff on an on-going basis and conducting an annual performance review with the Board
- Maintain and encourage the current office and staff culture and practices

Financial planning and management

- Work with staff and the Board Finance Committee to prepare a comprehensive budget
- Support and mentor appropriate staff to research funding sources, oversee the development of fundraising plans and assist in the writing of funding proposals to ensure that the organization reaches financial targets and goals
- Participate in fundraising activities as appropriate

- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Manage the funds of the organization according to the approved budget
- Provide the Board with comprehensive, quarterly reports on the revenues and expenditure of the organization; meeting quarterly with the Board Finance Committee
- Liaise with the Accountant to ensure proper accounting procedures and work with Bookkeeper and staff to ensure accurate financial recording and reporting

Community relations/advocacy

- Communicate with stakeholders to keep them informed and engaged of the work of the LHC
- Maintain positive working relationships and collaborative arrangements with the City of London Culture Office, community groups, museums, funders, politicians, and other organizations to help achieve the goals of the LHC

Risk management

- Identify and evaluate the risks to the organization's people (staff, interns and volunteers), property, finances, goodwill, and image and implement measures to control risks, with the support of the Board

MINIMUM REQUIREMENTS In general terms, the successful candidate for this position would typically have at least a Bachelor's degree in a related field. Related work and management experience in the non-profit and/or cultural sector are critical assets. Other personality traits and skills which are critical to the successful fulfillment of this role include:

- Five or more years of senior not-for-profit management experience
- Authentic leadership skills with demonstrated ability to oversee and collaborate with staff
- Ability to energize others – lead by example, recognize contributions and celebrate accomplishments
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, human resource management, program development and task facilitation
- A dynamic, outgoing personality which thrives on public speaking and on developing and maintaining strong interpersonal relationships (e.g. with sponsors, partners, staff and volunteers)
- Understanding of government relations
- Proven ability to devise and execute successful fundraising initiatives
- The ability to plan quickly and effectively, coupled with a willingness to adapt to changes
- You search for opportunities and are willing to experiment and take risks

- Excellent time and personal management skills
- Ability to work flexible hours
- Highly developed computer and internet literacy
- Have a passion for history, heritage and public education
- Exhibit a business mindset with a drive for results

How to Apply:

Apply in confidence with CV, cover letter and 3 references to:

EDrecruitment@londonheritage.ca (include “Interim Executive Director Application” in subject line)

Attention: Recruitment Committee

PDF or Microsoft Word documents only please.

PLEASE NOTE: We thank everyone who applies, but we will only contact those selected for an interview. Please do not contact London Heritage Council regarding the status of your application.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

We are an equal opportunity employer. London Heritage Council will provide accommodation to applicants with disabilities in its recruitment processes upon request consistent with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.