

Executive Director Job Description

35 hours per week; continuing position

Salary Range: \$45,000 - \$60,000

Responsibilities and Activities

1. Board of Directors and Committees. The Executive Director reports to the South Peace Regional Archives Society Board and its committees, assisting with the development of their strategic plan, and ensuring its successful implementation
 - a. Assist with the development of a strategic plans to ensure that the organization has a long-range strategy to achieve its mission and make consistent and timely progress
 - b. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board
 - c. Encourage membership in the society, keeping members informed and included in promotions and activities with the archives
 - d. Facilitate the work of the Board of Directors, including supporting and attending Board meetings, committee meetings, and Annual General Meeting
 - e. Maintain all official records and documents, and ensure compliance with federal, provincial, and local regulations
 - f. Jointly, with designated officers, execute legal documents on behalf of the organization
 - g. Maintain a working knowledge of the major developments, trends, and challenges of the heritage sector

2. Funding Partners. The Executive Director works with municipal funding partners, granting agencies, and other stakeholders to ensure that their objects in supporting the archives are met
 - a. Maintain and recruit municipal funding partners to support an operational budget
 - b. Liaise with the representatives of the municipal funding partners to encourage utilization of our services and communicate the vital importance of a regional archives
 - c. Maintain effective and transparent relationships with the administration of municipal funding partners including Chief Executive Officers and Records Managers
 - d. Prepare annual funding requests and reports to maintain funding support

3. Communications. The Executive Director is the “face of the archive,” representing the organization in all internal and official external communications
 - a. Prepare and deliver forms and reports for the Board of Directors to ensure that the board is kept fully informed on the condition of the organization
 - b. Prepares and delivers the Annual Report to the Board, members and external stakeholders.
 - c. Jointly, with the President and Secretary of the board of directors, conduct official correspondence of the organization
 - d. Liaise with the Awareness Committee and Indigenous History Committee to publicize the activities of the Archives, its programs and goals, including Reconciliation efforts

- e. Establish and maintain effective working relationships with community groups and organizations to mutually promote the cultural heritage and non-profit sectors
 - f. Represent the mission and programs of the Archives in press releases, media interviews, meetings, conferences, and public outreach events
 - g. Develop and maintain all strategic communications including social media, quarterly magazine, and Archives website
4. Human Resources. The Executive Director manages a work environment that attracts, retains, and motivates a diverse team of staff and volunteers to meet the Archives' objectives
- a. Hold responsibility for the recruitment, orientation, employment, and release of all personnel, both paid staff and volunteers
 - b. Ensure that sound human resource practices are in place, including the creation of accurate job descriptions and completion of regular performance evaluations
 - c. Work with the staff to implement policies and procedures that follow best practices for non-profit organizations
 - d. Promotes active and broad volunteer participation in all areas of the organization's work by creating meaningful opportunities and recognition
 - e. Foster a culture that promotes continuous learning through professional development and intergenerational connections
 - f. Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people
5. Budget and finance. The Executive Director oversees all financial administration and annual operating budget, including completing applications for operational municipal funding and project-based grants
- a. Take responsibility for developing and maintaining sound financial practices
 - b. Liaise with the Treasurer and staff to create an annual budget for Board approval and ensure that the organization operates within budget guidelines
 - c. Ensure that adequate funds are available to permit the organization to carry out its operations including funding agreements, grants, and donations
 - d. Manage annual and day-to-day bookkeeping processes to maintain accurate records and cash flow
 - e. Complete an annual financial review and ensure the Archives complies with all reporting requirements to maintain its charitable and non-profit status
6. Other job-related duties as assigned
7. Performance and Evaluation.
- a. The Executive Director position carries with it a probationary period of six months, during which time employment may be terminated by either party without penalty.
 - b. A formative evaluation will be conducted every year to support the goals of the organization and the individual.
 - c. A summative evaluation will be activated only in extreme situations.