



WOODLAND CULTURAL CENTRE

Job Description

Job title	<i>Executive Director</i>
Reports to	<i>Woodland Cultural Centre Board of Directors</i>

Job purpose

Under the policy direction of the Board of Directors, the Executive Director (ED) shapes and oversees the vision, mission and mandate of the organization as per the Woodland Cultural Centre Constitution. The ED establishes organizational priorities, ensures the highest level of financial oversight, administrative processes and procedures, sound staff management according to best practices and employment legislation. The ED takes leadership in setting directions for policy development, fundraising, strategic planning, branding and marketing, community engagement, programming and relationships with support communities. The Executive Director will lead the important work around the Mohawk Institution restoration along with setting strategic leadership for a capital campaign.

The Executive Director leads and represents the Woodland Cultural Centre (WCC).

Duties and responsibilities

The Executive Director is responsible for the development and implementation a strategic plan and related vision, mission, mandate in support of the WCC's Constitution. The ED is responsible for the planning, financial, staff, site, and programme management flowing from the strategic goals. The ED ensures the effective management of the organization.

Strategies and Planning – 15%

- Guiding the implementation of a Strategic Plan to shape the direction and goals of the organization
- Ensuring clear goals, objectives, and measurable deliverables
- Implementing annual planning and budget cycle
- Ensuring staff accountability related annual deliverables
- Oversee the final two phases of the Mohawk Institute Residential School restoration project

Financial Management – 15%

- Ensuring sound financial management in line with standard accounting practices
- Implementing dynamic annual budget planning in line with strategic goals

- Ensuring monitoring and adjustments to annual budgets
- Implementing financial management tools to ensure staff oversight of budget

Policy Development and Oversight – 10%

- Preparing new policy and procedures as required related to areas of operations
- Revising and updating existing policies and procedures at regular intervals to meet current industry standards
- Ensuring procedures are in place to support implementation of policies
- Ensuring that staff are aware, trained and updated on all policies and procedures guiding their work

Staff Management – 10%

- Ensuring sound staff management practices that facilitate staff meeting goals and objectives
- Ensuring staff have appropriate training and supports to deliver their work plans
- Implementing a staffing matrix/structure that best serves the goals and objectives of the organization
- Implementing clear job descriptions, orientation and HR supports to support HR/Personnel policy
- Implementing an annual staff review process

Marketing & Communications – 10%

- Solidifying a strategy, in support of strategic goals/vision, to communicate organizational presence internally and externally
- Clarifying and solidifying all “branding” for the organization to ensure vision, mission, voice, and look are cohesive
- Ensuring oversight of all materials and collateral that flow from the organization

Programme Development and Implementation – 15%

- Developing and implementing a dynamic range of programmes in support of strategic goals and objectives
- Overseeing a programme plan that positions the organization as a leader in its field locally, nationally and internationally
- Ensuring a variety of offerings that serve a wide range of stakeholders

Community Engagement – 10%

- Developing and maintaining relationships with community stakeholders, potential partners and other cultural sector institutions
- Ensuring all organizational activities strive to facilitate meaningful and impactful community engagement principles
- Ensuring the organization has measurable community engagement metrics, plans and strategies

Fundraising – 15%

- Ensuring implementation of a strategic fundraising plan that balances public, corporate and private sector components
- Lead and work with the capital campaign committee to oversee a large capital campaign

Qualifications

- Education related to arts/cultural management, business management, public administration, or museum studies and 5 years of senior administration.
- Proven ability to develop and implement a strategic planning process.
- Senior knowledge of financial management systems, industry policies and practices.
- Extensive knowledge of human resource legislation and staff management best practices.
- A track record of strategic approaches with proven results related to fundraising (private and public sector).
- Senior level experience working with a Board of Directors and community stakeholders.
- Knowledge of marketing, branding and effective communication tools.
- Knowledge and experience with site management.
- Ability to work with software and online tools including: Microsoft and Google applications, email delivery and management platforms.
- The ability to manage projects, finances, timelines, deliverables and staff teams.
- High degree of professionalism with outstanding ability to work effectively and efficiently with a wide range of stakeholders.
- Ability to handle multiple assignments simultaneously and meet tight deadlines.
- Knowledge of Indigenous frameworks and culture and Residential School history.

Working conditions

The Executive Director's regular hours are from 9:00am-4:30pm, five days per week. Regular attendance outside regular hours will be required for special events, community gatherings, meetings and programming will require travel and work outside of regular hours.

Physical requirements

The Executive Director position will largely function within a standard office environment. The job may involve standing for periods of time as well as significant time spend working on computers and mobile devices. In addition, extended hours will be required to attend meetings, events, programmes, as well as any required associated travel.

Direct reports

As per the organizational chart.

Approved by:	<i>Board of Directors</i>
Date approved:	<i>January 19, 2023</i>
Reviewed:	<i>Annually</i>