

POSITION: AHNB EXECUTIVE DIRECTOR

JOB DESCRIPTION:

1. General

The Executive Director reports to the Board of Directors of the Association Heritage New Brunswick (AHNB) and is responsible for overseeing the organization's operations. This includes executing the organization's mandate to provide leadership for New Brunswick's Community Museums and its Heritage Places, as well as advancing the promotion of excellence in preserving and presenting the province's heritage. This position oversees the delivery of all programs and services; human and resource management; event coordination and communications; and all other related duties as required.

We are seeking a positive, outgoing, creative, strategic thinker, who believes in collaboration and who is prepared to move the AHNB forward as a leader in our province, facilitating positive relationships and growth.

2. Typical Duties

- Oversees all aspects of AHNB's management to achieve its mandate, mission, vision, and yearly objectives.
- Collaborates with the AHNB Board to develop the vision and strategic direction of AHNB and supports the Strategic Planning Committee in developing and maintaining its Business Plan to advance the association's goals and objectives.
- In consultation with the Treasurer, administer AHNB's funds according to the approved budget, ensure accurate monthly record-keeping with Sage Software, approve expenditures within the authority set by the Board, and oversee the annual audit.
- Seeks funds from all sources to ensure sufficient resources for the development, promotion, delivery, and evaluation of all programs and events (e.g. professional development, cultural stewardship, information management and dissemination etc.).
- Oversees the development of fund-raising plans, prepares grant applications, and manages annually recurring projects such as AHNB's Annual Summit in consultation with the Conference Committee, and under the authority of the Board of Directors.
- In consultation with AHNB's President, Advocacy Committee, and Membership, the Executive Director advocates on members' behalf at all government levels, effectively supporting the organizational mandate.

- In consultation with the Board determines staffing requirements (volunteer and paid staff); carries out recruitment, hiring, termination, annual performance management, discipline, development, and succession planning.
- Develops strategies to engage its membership in the utilization of programs and services, and to communicate information and knowledge effectively with the Zones and members at large.
- Actively recruits new members, oversees the successful delivery of members' services and benefits across all Zones, and maintains accurate, up-to-date records.
- Works with the Board to support its activities, including the preparation and timely distribution of agendas, related material, and reports on all significant business; keeps the Board fully informed on the health of the organization and all important factors influencing it.

REQUIRED QUALIFICATIONS:

1. Skills, Abilities and Knowledge

- Demonstrated leadership ability, including involvement within the heritage community, engagement in consultative and outreach activities, and the successful management of complex stakeholder projects.
- Excellent oral and written communication skills, with the ability to speak effectively in public in both official languages are an asset.
- Cultural competencies, such as being sensitive to cross-cultural differences and having the ability to adapt to other cultural environments.
- Knowledge of Heritage Places and Museum programs and curricula development, promotion, delivery, and evaluation.
- Ability to work effectively with a Board of Directors and/or small groups, as well as independently, in a congenial, professional, timely, and organized manner.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Knowledge of software applications including Sage Software, word processing, spreadsheets (Excel), CollectiveAccess, etc. would be an asset.

2. Education, Training and Experience

- A university degree in Museum and Heritage Studies or equivalent, along with demonstrated museum/heritage management ability and experience working with volunteer boards is preferred. A combination or blend of these qualifications will be considered.
- Ability to represent the AHNB with a high level of professionalism mixed with a passion for the job.
- Proficient in fiscal management within the not-for-profit sector, business finance encompassing budget preparation and accounting, strategic/long-range planning, as well as adept in handling contracts and fostering partnerships.
- Knowledge of public and private programs and funding sources related to AHNB's mandate.
- Demonstrated expertise in writing and managing grants.
- Knowledge of personnel policies, practices, and procedures.
- Knowledge of federal and provincial legislation relevant to nonprofit organizations, including employment standards, human rights, occupational health and safety, charitable laws, taxation, CPP, EI, and health coverage.

3. Working Conditions

- The Executive Director typically works in a standard office environment. However, the nature of the organization's mission may require them to work in nonstandard locations, such as client sites and outdoor venues.
- Head Office is in Fredericton, but a hybrid framework that combines traditional in-person work with off-site remote work is negotiable.
- The Executive Director works a standard 37.5 hour workweek but on occasion will work evenings and weekends representing the organization at special events and conferences. Compensatory time off will be provided in lieu of overtime (a written agreement/policy will be provided upon commencement of employment).
- In addition to your salary, you will receive the following earned benefits:
 - a. Group health insurance with a percentage paid by AHNB;
 - b. Two weeks paid vacation;

- c. Sick leave eligibility is one week or 7 sick days with pay; anything beyond that will be without pay. Suitable evidence of illness may be required for any absence exceeding three days. A valid medical certificate is necessary for any sick leave exceeding 15 working days.

AHNB is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or local laws. AHNB makes hiring decisions based solely on qualifications, merit, and business needs at the time. Indigenous applicants are encouraged to apply.

Applications will be accepted until Sept16, 2024.

Please submit your cover letter and resume

to: Kellie Blue

info@amnb.ca

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.