

Employment Opportunity



Oliver & District Heritage Society
PO Box 847, 430 Fairview Road
Oliver, BC V0H 1T0
www.oliverheritage.ca

Executive Director

Full Time (35 hrs/wk)

Salary: \$50,000 - \$54,000 annually (contingent upon experience), plus selected benefits

Start Date: As early as possible

Deadline for application: March 24, 2022

The Oliver and District Heritage Society (www.oliverheritage.ca) operates a Museum and Archives and provides leadership in heritage preservation in Oliver BC, a rural town in the South Okanagan valley. Our valley is known for its unique climate and agriculture production – primarily fruit and wine. Nearby communities include Osoyoos, Penticton, Okanagan Falls, and Kaleden. Our collection deals primarily with items from Oliver and RDOS District area C. We acknowledge that our workplace is located on the unceded traditional and ancestral territory of the syilx Okanagan Nation.

Primary duties: The successful candidate for Executive Director will lead staff and volunteers and support the ODHS' mission to preserve and promote local history, natural history, and built heritage. The Executive Director will prepare the proposal of the annual budget for the Board of Directors and manage approved budgets and projects. They provide support to the Board, including the creation and distribution of Board meeting documents, and initiate in-house staff strategic planning. They oversee administration and programs and implement the strategic plans of the organization.

This position will be responsible for community outreach, operational policy development, financial management, bookkeeping, grant proposal writing, and advertising and promotion. The Executive Director is responsible for representing the Society within the community and regionally, and for establishing and maintaining community partnerships; in particular, maintaining and strengthening the ODHS' existing relationship with the Osoyoos Indian Band and forming new partnerships with local cultural communities. The Executive Director also provides museum and archival services to the public, provides or arranges building maintenance and housekeeping, and is responsible for volunteer coordination, oversight of exhibits, events, and programs, occasional collections care, and other duties as assigned.

Qualifications: The ideal candidate has completed a post-secondary degree in a related field and has experience working in the heritage sector. They will also have experience using QuickBooks. The candidate will exhibit strong leadership, organizational and social skills, responsibility and reliability, attention to detail, a positive attitude, good humor, adaptability, and a willingness to learn. They must have strong computer literacy skills, solid experience with budget preparation and financial management, knowledge of fundraising strategies, strong interpersonal and resource management skills, exceptional written and oral communication skills, working knowledge of strategic planning and implementation, supervisory experience, and a good working knowledge of employment standards, service, and project contracts. A strong commitment to working towards reconciliation and to improving diversity and inclusion in the

organization is essential. Knowledge of computer server networks, experience with web design, and experience with PastPerfect collections software would be assets.

The Oliver & District Heritage Society is an equal opportunity employer and encourages applications from all qualified candidates. All genders, Indigenous people, people with disabilities, and members of underrepresented groups or visible minorities are encouraged to apply.

Application deadline: **March 24, 2022 at 12:00 pm Pacific Time.**

To apply, please submit:

- resume
- cover letter
- two samples (1-2 pages in length) of past writing work

by email to info@oliverheritage.ca.

Mail-in applications will not be accepted.

Only shortlisted applicants will be contacted.