***Revelstoke Heritage Railway Society***

***Executive Director***

***Full time***

**Position Description**

Reporting to the Board of Trustees (BOT), the Executive Director (ED) is responsible for implementing the strategy and leading operation of the Revelstoke Heritage Railway Society’s sites in Revelstoke (the Revelstoke Railway Museum) and Craigellachie (Craigellachie Last Spike site). The ED leads the Museum Leadership Team (MLT) and a total workforce of approximately 14 people in peak season. The Museum Leadership Team is comprised of the ED and three part-time managers: the Curator & Deputy Director, Manager of Retail and Visitor Services, and Manager of Administration.

This is an excellent opportunity to lead a unique and well-established museum in a region known for its quality of life and recreational opportunities. Revelstoke is a welcoming community with a population of about 8,000 along the Columbia River in the beautiful setting of the Selkirk and Monashee Mountains. Revelstoke is an important tourism destination for culture, heritage and summer and winter recreation. The city has three public museums and an art gallery, and boasts world-class mountain biking, hiking and climbing, Nordic and downhill skiing, heli-skiing, and snowmobiling. Revelstoke also has two National Parks just outside of the city limits: Mount Revelstoke National Park and Glacier National Park, as well as several hot springs within short driving distance. For more information about Revelstoke, visit seerevelstoke.com

**Key Responsibilities**

**BOT Participation and Governance:**

Collaborate with BOT members in several BOT committees and plan implementation of BOT-approved strategy and activities. Provide BOT members with monthly financial and activity reporting so that the BOT can govern effectively. Propose key initiatives, actively participate in the development of strategy and policies and lead development of the Society’s annual budget. Author policies for BOT approval and carry out ED activities in compliance with BOT-approved policies.

**Operational Management:**

Collaborate closely with the MLT to ensure key operational plans, initiatives and tactics are carried out, including regular operation of both sites, special events, development and implementation of exhibits and programs. Troubleshoot operational issues which arise. Ensure key processes and procedures are carried out in a cost-effective, consistent, ethical and timely manner within the approved budget, and are continuously improved in anticipation of changing needs. Contract and manage relationships with third-party suppliers and contractors for outsourced services (e.g. janitorial services). Manage key matters involving buildings, grounds, large artifacts and leased spaces including safety and security.

**Project Management:**

Identify projects and collaborate with MLT and BOT members in developing project strategies, plans and budgets. Provide day-to-day project oversight and/or collaborate with tradespeople and project professionals (e.g. engineers, project managers) in ensuring projects are delivered on time, on scope and on budget. Report on project milestones and activities to BOT members and grantors.

**Financial and Human Resources Management:**

Develop business plans and business models, scanning for new earned income opportunities. Monitor and oversee routine financial procedures (e.g. banking, payroll, payables) so they are carried out accurately and consistently. Manage annual insurance coverage cycles and ensure the Society’s risks are managed. Ensure all grant-funded expenditures are carried out in accordance with grantor requirements and approved grant commitments, and author all grant reporting. Develop the annual budget and manage expenditures to the budget. Maintain accurate donor records and issue donor communications and tax receipts. Identify funding opportunities (e.g. grants and sponsorships), author applications and maintain positive relationships with grantors, sponsors and donors.

Author job postings, employment documents, and participate in all hiring decisions of employees and volunteers. Work closely with the Executive Committee on employment policies and ensure they are up-to-date with changing legislation, best practices and local norms. Build an effective, engaging and enjoyable organizational culture which empowers employees and volunteers to be the best they can be in alignment with the Society’s mission, vision and values.

**Communications, Partnerships and Marketing:**

Collaborate with the Marketing Committee to execute the marketing strategy and re-branding, utilizing a wide variety of marketing and media tools to build awareness of the Museum and its activities and special events as a valued community resource and major tourist attraction. Develop strategies to build museum membership and community engagement. Build and maintain relationships and partnerships with key community organizations, stakeholders, funders, government agencies and sponsors. Represent the museum within local, regional, provincial and national organizations. This role is the primary spokesperson for the Museum.

**Fund Development:**

In collaboration with the Fundraising Committee, execute the newly-developed fundraising strategy, helping grow an institution-wide culture of philanthropy, building the processes and resources to launch a fund development program, and implement specific fundraising initiatives. Acknowledge and steward donors and ensure the Society is seen as a worthy recipient of donated funds.

**Museology and Stewardship:**

Work with the Events and Programs Committee and MLT members to develop and implement high-quality programs and events. Continue the Museum’s work on De-Colonization, building relationships with Indigenous communities and collaborating in identifying and implementing opportunities to De-Colonize the Museum’s programs, exhibits and events. Work closely with the Curator to ensure resourcing and completion of collections and curatorial programming and projects. Facilitate and lead educational programs and group tours. Work relentlessly to build the Museum’s sustainability and public value. Build relationships with other railway museums and independent railway historians.

**Qualifications:**

Undergraduate or graduate degree in museums studies or related field plus a minimum 6 years of leadership experience in a museum environment, spanning major disciplines including earned revenue (i.e. museum store and admissions) and business operations (e.g. finance, marketing). Strong understanding and passion for the public value of museums, sustainability, and De-Colonization. Strong working knowledge of the non-profit sector, with experience in British Columbia preferred. Demonstrated exceptional organizational skills with the ability to prioritize, multi-task, make effective decisions, plan and implement projects. Knowledge of local and railway history and developing topics in transport museums, e.g. mobility. Good working knowledge of computer-based tools (e.g. Microsoft suite, Wix website, social media in general). Strong interpersonal, team leadership, and board relations skills. Excellent written and oral communications skills. Demonstrated ability to build relationships and community engagement. Preference given to candidates with demonstrated experience in planning and implementing fundraising programs (e.g. capital campaign, planned giving campaign, donor recognition and cultivation).

**40 hours per week**

**Salary Range: $50,000 to $64,000 + benefits depending on qualifications and experience**

January 2024

**Candidates should respond by February 16th to:**

Kevin Dorrius, Treasurer

Revelstoke Heritage Railway Society

[kdorrius@revelstokecf.com](mailto:kdorrius@revelstokecf.com)

*The Revelstoke Railway Museum acknowledges and honours the four nations on whose traditional territory we gather: the Sinixt, the Ktunaxa, the Secwepemc and the Syilx.*