



Executive Director – Job Posting

Executive Director

The Exploration Place

Anticipated Start Date:	June 2024
Terms of Employment:	Full-Time, Permanent
Salary Range:	\$100,000 – \$115,000

About Us:

The Exploration Place is a multi-disciplinary science centre and museum, situated on the traditional territory of the Lheidli T'enneh First Nation in Prince George, B.C. Our mission is to provide a local lens on our evolving world by fostering discovery and engagement. With a commitment to providing engaging exhibits, educational programs, and community events, we strive to be a vibrant and trusted centre where diverse perspectives and traditions are celebrated. The Exploration Place also features live exhibits, a gift shop, and café & teaching kitchen.

Position Overview:

We are seeking a progressive and innovative Executive Director to lead the Exploration Place into its next phase of growth and impact!

Reporting directly to the Board of Directors, the Executive Director will play a pivotal role in advancing our mission, fostering community engagement, and ensuring the long-term financial sustainability of The Exploration Place. The Executive Director is responsible for fostering a dynamic and supportive environment while providing strategic leadership to a dedicated team and overseeing the day-to-day operations of the organization.

Key Responsibilities:

- Serve as a passionate advocate for The Exploration Place, representing our institution at local, regional, provincial and national forums to promote our mission and priorities.
- Develop and implement strategic plans in collaboration with the Board to drive organizational growth and impact.
- Lead fundraising efforts, including grant writing, donor stewardship, and organizing special events to ensure financial stability and growth.



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- Oversee budget development, financial planning, and effective resource allocation to maintain transparency, accountability, and sustainability.
- Provide oversight and direction for all programs and initiatives, ensuring they are effectively designed, implemented, and evaluated to meet the needs of our diverse community.
- Cultivate and maintain strong partnerships with donors, volunteers, community organizations, and Indigenous groups to enhance our outreach and impact.
- Collaborate closely with the Board to ensure transparent governance, effective decision-making, and alignment with our strategic objectives.
- Foster a positive and inclusive work culture and provide leadership, support, and mentorship to our dedicated staff members.
- Manage all aspects of human resources, including recruitment, training, performance management, and succession planning.
- Ensure compliance with all relevant legal and regulatory requirements, as well as effective risk management practices to safeguard our organization.

Skills and Qualifications:

- Bachelor's degree in science or the arts, with a focus on anthropology, First Nations studies, archeology, history, chemistry, biology, or another relevant field.
- A minimum of 10+ years of progressive leadership experience in the nonprofit sector, with a proven track record of success in fundraising, financial management, and strategic planning.
- Experience in a museum or science centre environment is highly desirable with a strong understanding of industry best practices and trends.
- Demonstrated knowledge and sensitivity to Indigenous issues, along with experience in building meaningful relationships with Indigenous communities and organizations.
- Strong financial and business acumen and experience managing budgets.
- Exceptional communication and interpersonal skills with the ability to inspire and engage diverse community partners.
- Strong team leadership and management skills with the ability to address and resolve conflicts with sound judgment.



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- Strong verbal and written communication skills with the ability to create and deliver reports, policies, and Board documents utilizing various software applications.
- A genuine passion for our mission and a commitment to promoting science, history, and culture within our community.
- Equivalent education and experience may be considered.

How to Apply:

Please submit a cover letter and resume outlining your qualifications and relevant experience to board@theexplorationplace.com. Applications will be reviewed as of May 6th, but applications will be accepted until the position is filled.

Only applicants selected for an interview will be contacted. Proof of certifications and the satisfactory completion of reference and criminal record checks required prior to employment. The successful applicant, barring medical or other exceptions, must be fully vaccinated against COVID-19 and willing to abide by all COVID-19 regulations per existing policy at the Exploration Place.

The Exploration Place is an equal opportunity employer. We do not discriminate against ability, ethnicity, gender identity, socioeconomic background, or sexual orientation. We strongly encourage applications from individuals from under-represented communities and diverse backgrounds, identities, and experiences.