

# WILLOWBANK

## EXECUTIVE DIRECTOR

### JOB OPPORTUNITY

Willowbank seeks a dynamic Executive Director to lead continued growth in educating students, cultivation of its historic place and development of consulting and sponsored research.

Willowbank is an innovative institution which shapes new approaches to the stewardship of historic places and sustainable communities through a model balancing the theoretical and practical. Its multi-disciplinary, experiential curriculum educates a new generation of leaders in the field of heritage conservation who are able to understand complex challenges across disciplines, from design firms to skilled trades to community development. Willowbank's pioneering approach has earned national media coverage and received national and global endorsements.

Based along the Canada-United States border in Queenston, Ontario, Willowbank's mandate in higher education is supported by its majestic 13-acre National Historic Site campus with rich, multi-layered significance and great potential as a venue for prominent local, national and international gatherings. At the milestone of its first decade, Willowbank is also working to sustain its emerging success by expanding its Centre for Cultural Landscape which promotes the Willowbank's integrated, ecological and humane approach to both education and the conservation field through publications, lectures, and consultancy allowing space for continued philosophical discussion and experimentation.

In this context, the responsibility of the Executive Director of Willowbank is to build on the entrepreneurial energy and the significant strengths of the organization to ensure its sustainable development, including stability, growth and community impact. Willowbank has a dedicated core staff and a large associated faculty. While strategy will be important, the abilities to execute effectively and inspire others to do the same are paramount. The new Executive Director will have proven experience in program or project management with an emphasis on consensus-based decision making, and multi-disciplinary collaboration including:

- robust risk management skills matched with a creative and entrepreneurial spirit;
- experience with financial management and oversight, including budgets and fundraising;
- strong leadership qualities based on the ability to motivate and leverage the strengths of others, board, staff and volunteers; and
- keen ability to build and maintain positive and strategic relationships with local, regional, and international national stakeholders.

## POSITION DESCRIPTION

This position requires a results-oriented team leader prepared to roll up their sleeves. The Executive Director reports to the Board of Directors and is supported by a Director of Education who oversees the overall operation of the educational programme. With a direct staff of four (one open position), the Executive Director will manage the following functions.

### GOVERNANCE, FINANCIAL OVERSIGHT & SUSTAINABILITY

The Executive Director is responsible for working with the Board of Directors to ensure the acquisition and management of the necessary resources to fulfill the Willowbank mission by:

- Monitoring and forecasting revenue and expenses using budgets and other tools;
- Providing Board and staff periodic financial updates including priority actions and required adjustments;
- Creating an overall fundraising strategy including individual donors, foundations, government sources and continuing to develop relationships with current donors;
- Undertaking risk management and legal activities including letters of agreement, contracts leases, insurance, etc.;
- Developing and implementing a management strategy for the Willowbank National Historic Site that balances use of buildings and grounds for school use, revenue generation and preservation of the asset;
- Assisting the Board with long-term and strategic planning activities to identify, achieve and measure the financial sustainability of the organization; and
- Nurturing formal institutional partnerships and other collaborations.

### OVERSIGHT OF DAY-TO-DAY OPERATIONS

The Executive Director will ultimately be responsible for the smooth functioning of the organization by:

- Managing Human Resources to achieve organizational goals including staff recruitment, staff allocation and responsibilities, hiring, review, compensation, benefits administration, regulatory oversight and legal compliance, and professional training and development as well as supporting the Director of Education in managing faculty human resources;
- Managing the physical infrastructure with support from the staff including use by internal and external stakeholders, upgrades, repairs, etc.;
- Ensuring recruitment of sufficient students;
- Overseeing Information Technology including maintenance and updating of systems and infrastructure; and
- Overseeing and coordinating the work of the Willowbank Centre.

### COMMUNICATIONS & OUTREACH

The Executive Director will work with staff, alumni, faculty, board and students to build on the local, national and international identity of Willowbank by:

- Developing and implementing a communications/engagement strategy for Willowbank stakeholders including students, staff, faculty, board, alumni, donors, Indigenous communities, Advisory Committees, and the local community;
- Overseeing the development of all media – print, social media, website, annual reports, newsletters and brochures to ensure high quality and consistent messaging and visual design within limited budget and with a focus on growing digital reach;

- Formalizing alumni network and leveraging alumni contacts for internships and mentorship, student recruitment, instruction, volunteering and fundraising; and
- Monitoring speaking opportunities and other outreach possibilities and sending Willowbank representatives as speakers or attendees as possible;

## QUALIFICATIONS

### REQUIREMENTS

- Postsecondary education in a relevant discipline (business, non-profit management, arts and culture, social science) or equivalent experience
- Two to five years relevant management experience including working with demanding timelines and changing environments
- Facility with developing and managing budgets
- Experience in infrastructure asset management
- Experience reporting to a Board of Directors
- Experience in fundraising, grant writing, and developing new funding sources
- Excellent verbal and written communications skills
- Proficiency in Microsoft Office Suite
- Eligible to work in Canada

### ASSETS

- Demonstrated experience in institutional growth and change management
- Prior experience in heritage/preservation/conservation/cultural institutions
- Experience working with volunteers
- Experience in establishing and maintaining partnerships
- Experience in media and public relations

## APPLICATION

This is an open position with a desired start date of August 1, 2017. Please submit a cover letter and CV to [humanresources@willowbank.ca](mailto:humanresources@willowbank.ca) by June 23, 2017. No phone calls, please.

Compensation will be commensurate with experience.

To learn more about Willowbank, visit [www.willowbank.ca](http://www.willowbank.ca).