

WILLOWBANK

Managing Director of Willowbank

Willowbank is seeking a Managing Director for all aspects of our operations in Queenston, Ontario. There are three integrated aspects for which the managing director will be responsible: the School, the Historic Site and the Centre for consulting activities.

Background:

Willowbank is an innovative not for profit institution which embraces new approaches to the stewardship of historic places and sustainable communities through a model balancing the theoretical and practical. Its multidisciplinary, experiential curriculum educates a new generation of leaders in the field of heritage conservation. Our graduates have an understanding of complex challenges across disciplines, and establish careers in design firms, highly skilled heritage trades, and community planning and development. Willowbank's multi-dimensional, "head and hands" approach to learning in the conservation and heritage field has earned national media coverage and received national and global endorsements. We proudly claim the Patronage of His Royal Highness The Prince of Wales, who is a leader in the sustainable regeneration of historic places.

Based along the Canada-United States border in Queenston, Ontario, Willowbank's campus is a National Historic Site and made up of an 1834 estate, a 1914 schoolhouse and contains a 7,000 year old portage route. Willowbank School of Restoration Arts was founded in 2006 on the Upper Campus estate and portage site.

Qualifications for the position:

- Post secondary education in a relevant discipline (business, not for profit management, arts and culture or social sciences) or equivalent experience
- 2 to 5 years of management experience with people management in a multitasking environment
- Experience with developing and managing operating and capital budgets
- Proficient in Microsoft Office tools
- Eligible to work in Canada

The Managing Director we seek, must:

- Be an excellent communicator.
- Have experience with personnel management and motivation.
- Manage all on site activity of School, Centre and Site.
- Be goal oriented. Comfortable with objective individual and group goals and metrics.

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- Be self supporting for meetings, presentations and communications.
- Have experience managing multiple concurrent projects and activities.
- Lead an integrated staff team of Education Coordinator, Business Development coordinator, Site managers and Bookkeeper. Assist teammates as required.
- Have experience in education administration or heritage/conservation. Responsibilities include delivery of current curriculum, along with its evolution, and programming of a 3 year diploma program. Must establish course learning guidelines.
- Advocate for students, faculty and staff.
- Establish programs for ongoing communications with staff, students, alumni, faculty and board of directors.
- Engage with, and assist donors of non cash gifts.
- Establish procedures for managing charitable donations, website and relationship management data.
- Develop, implement and maintain a recruitment plan in concert with Education Coordinator and Business Development Coordinator.
- Establish a placement assistance program to support 2nd year students in finding 3rd year internship placements.

The Managing Director reports to the Board of Directors, and presents status/financial reports at all board meetings.

Compensation commensurate with industry and experience.

Applications:

This is an open position with a desired start date of April 1, 2019. Please submit your relevant application to humanresources@Willowbank.ca by February 15, 2019.

No phone calls, please.

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