

Willowbank Executive Director Posting

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Willowbank seeks a dynamic Executive Director to lead continued growth in educating students, cultivating its historic site, and promoting advancements in the heritage conservation field.

BACKGROUND

The Willowbank School of Restoration Arts is an internationally acclaimed, not for profit, private career college in Queenston, Ontario, Canada located on the Willowbank Estate. With a well-established reputation at the forefront of heritage education, Willowbank collaborates with industry leaders to create an experiential learning approach for students to develop the expertise, skills, and confidence to forge their own path. The program is delivered by adjunct faculty with a diverse range of skills who are leaders in their fields. In addition, Willowbank has an established network of national and international opportunities for upper year students. His Majesty King Charles III, a global champion for sustainable development, is the Patron of Willowbank. Willowbank's mission as an innovative institution is to shape new approaches to the stewardship of historic places and sustainable communities.

The 13-acre National Historic Site campus is multi-layered in its own heritage value, including adapted buildings and significant cultural history. Willowbank is located on the traditional territory of the Anishinaabeg, Ojibway/Chippewa and Haudenosaunee peoples. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people. (Source: DSBN) It serves as a venue for prominent local, national, and international gatherings.

The responsibility of the next Executive Director of Willowbank is to build on the broad and unique culture at Willowbank ensuring sustainable growth, and community impact. Willowbank has a small dedicated core staff, dedicated students, and a large associated faculty – cutting edge professionals in various heritage fields. While strategy will be important, the abilities to execute effectively and inspire others are equally important. Reporting to the Chair of the Board of Directors, the Executive Director will become the leader of the school with the support of three staff members and have responsibility for all aspects of the operation of the School to support Willowbank's reputation in Heritage Conservation. The ideal candidate will have:

- Proven experience in program or project management with an emphasis on consensus-based decision making
- Significant experience in and/or knowledge of the heritage field
- Financial management experience, including budgeting and fundraising skills
- Experience working with regulatory requirements, such as those for private career colleges
- Philosophical leadership abilities and ability to motivate others
- Connectivity among heritage professionals
- Experience in educational leadership
- Experience in establishing and maintaining partnerships

POSITION DESCRIPTION

Thought Leadership in the Heritage Sector

- Solidify Willowbank as an incubator for cutting edge ideas and approaches to heritage education within and beyond the classroom
- Formalize and leverage alumni network for internships, job placement, volunteers and mentors
- Identify speaking and outreach opportunities, and provide Willowbank representatives as speakers or attendees

Governance, Financial Oversight and Sustainability

- Lead, with the Board, long-term and strategic planning activities to identify, achieve and measure sustainability of the organization including monitoring and forecasting revenue and expenses using budgets and other tools
- Nurture stakeholder relations both formal and informal including alumni, institutional partnerships, business partnerships and other collaborations
- Provide Board and staff periodic financial updates including priority actions and required adjustments
- Undertake risk management and legal activities including letters of agreement, contracts leases, insurance, etc.

Day to Day Operations Oversight

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

- Oversee the School including academic quality and curriculum, student recruitment, faculty supervision, and regulatory responsibilities
- Manage 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
- Oversee the physical infrastructure with support from the staff including use by internal and external stakeholders, upgrades, repairs, etc.
- Oversee Information Technology including maintenance and updating of systems and infrastructure

QUALIFICATIONS

This position will be of interest to individuals with the following qualifications and background:

- Postsecondary education or training in a relevant discipline (such as architecture, conservation, built heritage, planning, design) or equivalent experience
- Five or more years of relevant management experience including working with demanding timelines and changing environments
- Prior experience in heritage conservation
- Eligibility to work in Canada

The requirements of the position dictate that the Executive Director must operate from the Willowbank campus in Queenston. Queenston is located in the Niagara Region, within commuting distance of Hamilton and Buffalo. While challenging, this position offers substantial flexibility in both time and scheduling. Willowbank will offer a competitive compensation package to the successful applicant.

Application

This is an open position with a desired start date of June 1, 2024. No phone calls, please. Please submit a cover letter and C.V. in confidence to humanresources@willowbank.ca

Willowbank School of Restoration Arts
Human Resources
14487 Niagara Parkway, PO Box 212
Queenston, Ontario L0S1L0

(Please note that Willowbank will not respond to applicants who do not possess the stipulated qualifications for this position.)

Willowbank does not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information.