

Filberg Heritage Lodge and Park Association

Executive Director - Job Description

Mission: The Filberg Heritage Lodge & Park Association is dedicated to the preservation and stewardship of the Filberg Lodge and Park

Vision: A world class heritage park for all to enjoy

Key Message: The Filberg Heritage Lodge and Park Association (FHLPA) is a non-profit organization established in 1979, which has the responsibility of maintaining and restoring the heritage lodge and outbuildings in the park. All monies raised by the FHLPA from membership sales, donations, special events and year-round fundraising are used for this purpose and for the operational costs associated with managing the Filberg Park for all to enjoy.

Job Purpose:

The Executive Director is responsible for the successful leadership, management and delivery of services and initiatives, which support the organization's mission and vision.

Primary Duties & Responsibilities:

Reporting to the Board of Directors and/or President, the Executive Director is responsible for ensuring the organization fulfills its mandate and charitable purpose. The Executive Director is accountable for the ongoing development and management in the following organizational areas: operations and administration, member and volunteer engagement, finance, communications and education, and fund development.

Core Competencies:

Leadership

- Participate with the Board of Directors in establishing and evaluating strategic objectives
- Provide leadership in developing program, operational and financial plans to support the strategic objectives
- Have comprehensive knowledge of the Board's governance policies and the policies' impact on operational plans
- Develop and support Board of Directors Task Forces and Committees
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a spokesperson for the organization and represent the organization at community activities to enhance the organization's community profile
- Maintain a working knowledge of significant developments and trends in the heritage sector

Operational Planning & Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic goals, vision, and mission of the organization
- Oversee the efficient and effective day-to-day operations of the organization
- Oversee the planning, implementation, execution, and evaluation of special projects in conjunction with the Maintenance and Restoration Committee
- Ensure all regulatory health and safety requirements are met
- Provide a written Operational report to the Board of Directors in advance of the monthly board meeting
- Identify and evaluate risks to the organization's people, property, finances, goodwill, and image and implement measures to control risk
- Ensure the organization carries adequate and appropriate liability and property insurance
- Oversee the administration of all external contracts and contractors including funding contracts, leases, services, and any other obligations of a legal and binding nature
- Ensure oversight and management of all FHLPA staff
- Recommend organizational changes that will enhance the organization's ability to deliver efficient services and that align with the charitable purpose
- Review existing governance and operational policies and procedures annually and recommend changes to the Board of Directors
- Determine staffing and volunteer requirements for organizational management and recommend resources to meet the requirements
- Ensure IT systems are maintained and are secured
- Ensure that necessary records and reports are filed with the Registrar of Societies, federal, provincial, and municipal governments, and funding bodies

Finance

- Develop an annual budget by working with staff, Finance Task Force and Maintenance and Restoration Committee
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow
- Ensure that sound bookkeeping, and accounting procedures are followed by engaging credentialed professionals
- Provide monthly financial updates to the Board of Directors in a succinct dashboard format
- Ensure the organization complies with all legislation covering taxation and statutory withholdings

Fundraising

- Ensure the organization's sustainability by researching funding sources and by overseeing the development of fundraising plans
- Participate in, and guide the development of, relationships with the organization's significant donors
- Actively participate in fundraising activities

- Ensure all relevant granting initiatives are pursued in a timely fashion
- Ensure that volunteer contact information is maintained and regularly updated

Social Media

- Ensure FHLPA is well represented across a wide variety of social media platforms
- High level competencies and capacity in social media and website applications
- Regularly maintain and update website and social media platforms with relevant, current marketing and promotional materials

Community Relations

- Communicate with stakeholders to keep them informed of the work of the organization
- Establish positive working collaboration and relationships with the Board of Directors, staff, volunteers, members, community groups, funders, municipalities, and contractors to achieve the organization's goals
- Take an active role in professional, community and service organizations and networks to further the best interests of the organization
- Maximize opportunities for community partnerships
- Create and oversee the distribution of marketing materials

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