

January 2018

## **Executive Director, Diefenbunker Museum**

The Diefenbunker, Canada's Cold War Museum seeks a professional leader, skilled in building strong teams, developing business relationships and creating meaningful public programs. The individual, who will assume the role of Executive Director at the Diefenbunker, must be capable of designing and implementing a long-term sustainability plan for the museum. The candidate should have an understanding of the needs and value of curatorial collections and of the exigencies of managing a designated historic site.

The Diefenbunker Museum is a community museum housed inside a National Historic Site, a non-profit, charitable organization committed to the preservation, interpretation and display of Canadian history (and its geopolitical, technological, and cultural implications) during the Cold War. It is located in the town of Carp, Ontario on the outskirts of Ottawa. Constructed in the 1959-61, the Central Emergency Government Headquarters (CEGHQ) at Canadian Forces Station Carp, popularly known as the Diefenbunker, was the flagship of a hierarchy of a cross-country network of government shelters, which were an integral part of Canada's preparations for a possible nuclear attack on North America.

The Executive Director (ED) oversees the management of the Museum and works closely and collaboratively with the Board of Directors and various Board Committees. The ED is ultimately responsible for the management of all of the employees of the Diefenbunker and must have a significant and successful track record in doing so and strong communication skills. The ED additionally plays a crucial role with funding partners such as the City of Ottawa, businesses and a variety of stakeholders and members of the community. The ability to bring a vision for the future, lead a team of diverse professionals, communicate clearly, capture relevant statistics, and to oversee proper financial management, while achieving goals and balancing conflicting priorities are among the key elements of the position. Given the important leadership responsibilities of the position, the ED is also required to maintain a high level of accountability and reliability. As the "face" of the organization and a respected member of the Ontario Museum Association, the ED finds opportunities to collaborate with and enhance museums in the Ottawa Capital region while discovering potential partnerships in Canada and elsewhere.

The ideal candidate will possess a bachelor's degree in a relevant field of study (e.g. museum studies, business, geography, history, art history, anthropology, archaeology, sociology, art management), combined with seven to ten years of strong managerial and project management expertise or an equivalent combination of both. The candidate will have related experience in administration, fund raising, building relationships, employee management, leading creative teams, communication and public speaking.

Demonstrated community involvement and a Professional Designation, e.g. CAE (Canadian Society of Association Executives) or AFOP (Association of Fundraising Professionals), or a technical understanding of building systems would be considered assets.

The ED must be willing to work in accordance with the Diefenbunker Museum core values, and operating principles and to become familiar with the Canadian history of the Cold War.

**For more information please visit:**

[www.diefenbunker.ca](http://www.diefenbunker.ca)

**Submit your application electronically by February 23, 2018, to:**

**Bernard Proulx, Board President**

[b.proulx@diefenbunker.ca](mailto:b.proulx@diefenbunker.ca)



**Job Title:** Executive Director (ED), Diefenbunker Museum

**Reports to:** Board of Directors

**Position Summary:**

Under the authority of the Board of Directors, the ED is responsible for the overall management of Museum's operations and the implementation of the Museum's vision and Strategic Plan in partnership with the Board of Directors.

The ED is responsible to:

- Provide leadership for the overall museum operations in accordance with the Museum's Strategic Plan.
- Ensure high quality visitor experience of the Museum's tours, public programming, exhibitions, collections and rentals.
- Maintain effective working relationships with all stakeholders, including staff members, the Board, volunteers, corporate and individual donors, the City of Ottawa, government funding agencies, and the public.
- Support the Board in generating income from public and private sources.
- Provide HR leadership in the areas of staffing and retention, supervise personnel and ensure a safe, efficient and collegial work environment.
- Manage the Museum's finances to ensure optimum use of financial resources by compiling the annual budget for approval by the Treasurer and the Board.
- Work closely and collaboratively with the Board of Directors to ensure they are fully informed in a timely manner, about organizational performance, emerging trends and critical financial or operational issues that may arise.
- Develop and manage an annual business plan that includes clear performance goals and design and implement a long range sustainability plan for the Diefenbunker Museum in accordance with strategic objectives.

**Reporting Relationships:**

The following positions report directly to the Executive Director:

- Facility and Collections Manager
- Operations Manager
- Curatorial and Education Manager
- Business Development Manager
- Accounts Manager

**Required Education:**

- Bachelor's degree in relevant field of study (e.g. business, history, sociology, anthropology, archaeology, science, engineering, museum studies).

**Required Employment Experience:**

- Seven to ten years of experience in a museum, heritage or nonprofit organization, or business, with at least five years at a senior managerial level.

- Evidence of success in developing, managing, and growing an annual operating budget with strong business management skills.
- Experience developing and implementing strategic plans with ability to provide strong leadership, vision and strategic direction.
- Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
- Competence in managing operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, staff, volunteers, and diverse public constituencies.
- Excellent planning, time management, and decision-making skills. Working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software.
- Proven record of success and innovation in fundraising and audience development.
- Proven success working with Granting Agencies/Funding Partners.
- Demonstrated excellence in writing and public speaking.

#### **Asset Qualifications:**

- Graduate degree (preferred) in a relevant field of study (e.g. business, geography, history, sociology, anthropology, archaeology, science, museum studies).
- Professional Designation (preferred) - e.g. CSAE (Canadian Society of Association Executives), AFP (Association of Fundraising Professionals).

#### **Asset Experience**

- Experience in project management.
- Experience working with different levels of government.

#### **Operational Requirements:**

- Must be willing to work a variable schedule, including weekends and evenings when needed.
- Must speak English fluently. Fully Bilingual with Canada's Official Languages (French and English) is preferred.
- Other duties as directed by the Board of Directors.