



LOUGHEED HOUSE

## Executive Director

**Posted:** March 29, 2022

**Location:** Calgary, AB (primarily in-person with remote work supported as the job allows or requires)

**Type:** Full-time, permanent

**Closing date:** The position will remain open until filled

Thank you for your interest! Please submit applications including a tailored resume and expression of interest to [careers@lougheedhouse.com](mailto:careers@lougheedhouse.com). Only those selected for an interview will be contacted.

Interviews will begin the week of April 4.

### The Opportunity

Reporting to the Lougheed House Conservation Society board of directors, the Executive Director for Lougheed House is responsible for ensuring the Society delivers on its mandates by implementing the organization's strategic plan, annual plans and budgets, overseeing operations, and fostering strong relationships with stakeholders including all orders of government, funding agencies, partners, the museum and heritage community, donors, and more to grow and enhance the organization's impact in our community.

The next Executive Director for Lougheed House will have the exciting and unique opportunity to oversee Lougheed House Reimagined - an innovative initiative to redevelop the museum's permanent exhibits. Additionally, the Executive Director will lead work to develop and implement strategies and plans to ensure Lougheed House and Beaulieu Gardens can continue to engage our community and share important and diverse stories for many generations to come.

### Organizational Overview

#### Land Acknowledgement

The Lougheed House and Beaulieu Gardens are located on the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region 3 and the Lougheed House has a close relationship with the Métis Nation of Alberta, Region 3, recognizing the house's strong connections to the Métis history of Calgary.

#### About Lougheed House

Lougheed House is a National and Provincial Historic Site located in the Beltline community near downtown Calgary. Originally built in 1891 by Senator James Lougheed and Lady Isabella Clark Hardisty, Lougheed House is one of the only surviving examples of a grand sandstone prairie mansion. Over time, the house and grounds have served a variety of purposes including barracks for the Canadian Women's

Army Corps and a blood donor clinic for the Canadian Red Cross Society. The house and gardens, now owned by the province and City of Calgary and operated by the Lougheed House Conservation Society, were restored and reopened to the public in 2005. Lougheed House is now a provincially accredited museum that bears witness to over 130 years of Calgary's history and offers educational programs, exhibitions, a restaurant, gift shop, event venue, and more. The house and gardens have become a highly visible community landmark and gathering place in Calgary's greater downtown and welcome over 80,000 visitors annually.

The Lougheed House Conservation Society is led by a volunteer board of directors, operated by a small team of staff, and supported by a dedicated group of over 40 volunteers. The organization is incorporated under the Alberta *Societies Act* and is a registered charity.

### *Lougheed House Reimagined*

Lougheed House aspires to be a place where all visitors can have an experience that connects them to the city of Calgary and to their own identity as a citizen of or visitor to our city. The Society is currently redeveloping the permanent exhibits at Lougheed House to tell our city's history through the diverse stories and perspectives of the people who made this place. Lougheed House Reimagined will result in stories presented in new, experiential and interactive ways. This work is supported by a Community Advisory Committee.

## **Our Vision, Mission and Values**

### *Our Vision: Historic Possibilities*

Lougheed House is a house of story. A place where we engage individuals and community in meaningful ways to share and honour our diverse experiences. We innovate, interpret, and explore the many dimensions of our past, while fostering dialogue about our future.

We are:

- **Caring and inclusive** in what we do and how we make things happen
- **Collaborative** in our programs and activities
- **Innovative** as a response to changing times and circumstances
- **Open and transparent** in all that we do
- **Respectful** of our complex past, of our stakeholders, the community and each other
- **Responsible** through good governance, prudent management and fiscal practices, we are accountable to our stakeholders and sustainable

## **Key Responsibilities**

### **Governance**

- Develop and maintain a strong working relationship with the board and a system for sharing information that enables the board to carry out its governance role and make informed decisions
- Engage and leverage board members to advance the Society's objectives.
- Implement the board's policy direction
- Develop, monitor and evaluate administrative policies and procedures
- Ensure compliance with contracts, legislation, regulations, bylaws and policy

- Facilitate board processes including board and committee meetings, strategic planning, recruitment and orientation

### **Leadership and Administration**

- Oversee day-to-day operations including the efficient and effective delivery of programs and services
- Ensure appropriate staffing levels and skills consistent with organizational needs and resources by recruiting, selecting, onboarding and training staff
- Lead and manage staff to develop, maintain, and use systems and resources to facilitate the effective operation of the organization toward the objectives of the strategic plan
- Oversee the development and maintenance of a vibrant volunteer program by providing meaningful volunteer opportunities that create value for the organization and enhance the experience of Society members and visitors.
- Create a safe and healthy working environment for staff and volunteers, providing leadership, support, and recognition.
- Develop and implement annual business plans, budgets, strategies and tactical plans to advance the strategic plan and achieve organizational goals and objectives
- Monitor and evaluate programs, services, and initiatives against key performance indicators and other metrics of success

### **Financial Management**

- Prepare business plans and budgets in collaboration with the Finance Committee with the parameters of existing and planned government funding agreements and committed revenues
- Ensure that sound accounting systems and appropriate financial controls are in place
- Engage in integrated risk management in collaboration with the board
- Assist the external auditors with the annual audit process
- Ensure the organization's obligations are met including payroll and insurance
- Develop mechanisms to ensure good stewardship of public funds and private philanthropy

### **Communications and Stakeholder Engagement**

- Provide leadership and direction to strategic communications and marketing activities
- Act as spokesperson for Loughheed House and the Society on all operational matters
- Liaise with elected officials and staff at all levels of government regarding the organization's value proposition, the Society's unique relationship with government, and to facilitate the timely execution of contracts and funding agreements
- Develop and implement a stakeholder engagement plan to strategically build meaningful relationships with individuals, organizations, and businesses in the community to advance the Society's goals and objectives
- Represent the organization in the community at conferences and events and on committees or collaborative initiatives

### **Fund Development**

- Identify opportunities and implement plans to strategically create new/enhanced services, grow earned revenues, support fiscal sustainability, and reduce reliance on government funding
- Oversee fundraising activities including the development of strategies and campaigns to grow philanthropic support for the house and gardens, donor stewardship, and identifying sponsorship and partnership opportunities
- Managing grant opportunities, application, and reporting requirements
- Ensure participation in casino fundraisers and compliance with AGLC requirements

## Education, Skills & Qualifications

Education and experience requirements:

- Undergraduate or graduate degree in a relevant discipline; education or training in non-profit/public administration or business management would be a strong asset
- 10+ years progressive experience in the non-profit sector; experience with museums or in the arts and culture sector is an asset
- An equivalent combination of education and experience will be considered

Our ideal candidate will bring significant skill and experience:

- Reporting to and building a positive and productive working relationship with a volunteer board of directors
- Managing non-profit finance and operations, including earned revenue streams, audit, control, risk accountabilities, human resources, strategic planning, philanthropy, and fund development
- Developing and implementing policies and processes within a policy governance framework
- Leading and collaborating with internal and external stakeholders to plan, develop and implement projects and initiatives
- Monitoring, evaluating, and reporting on the success of programs, policies, and services
- Building relationships with elected officials and administration in all levels of government
- Uniting teams under a shared vision and building a supportive working environment

Additionally, we're looking for the following characteristics and attributes in our next Executive Director:

- Genuine enthusiasm for the organization and its activities
- A progressive and modern perspective about museums and heritage
- Knowledge of Indigenous issues and experience working with Indigenous communities
- Strategic thinking - using critical thinking skills to identify and solve complex problems and plan for the future
- Someone who enjoys and is good at building relationships with diverse stakeholders with different backgrounds, ideas, experiences, and perspectives
- A leader who is highly self-motivated, self-aware, interested in continuous learning and development, and takes both accountability and pride in their work
- Excellent oral and written communication skills
- Strong organizational skills

The successful candidate may be required to provide proof of vaccination against COVID-19.

A police information check will be required.

## Equity, Diversity, and Inclusion

The Lougheed House Conservation Society is committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we serve. We value individuals who bring diverse experience, skills and opinions to our programs and services.

We seek individuals who are passionate about history and community, enjoy collaborating with others and who share our values, including our commitment to sharing diverse stories and perspectives.

Accommodations are available during the hiring process upon request.

### **Compensation**

A competitive compensation package will be provided including an attractive base salary and benefits. Further details will be discussed in a personal interview.