



Executive Director

Permanent Full-Time

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 levels of government, funding agencies, partners, the museum and heritage community, donors, and more to grow and enhance the organization's impact in our community.

What will you do?

Leadership and Communications

- Champion Lougheed House and its strategic objectives to all orders of government, the public, donors and the community, including volunteers, to build engagement and support
- Lead and maintain the appropriate staff team to meet the Society's strategic vision, charitable objects, and contractual mandates, including recruiting, onboarding, and training staff as needed
- Oversee day-to-day operations for efficient and effective delivery of programs and services in partnership with staff, as well as third party vendors and partners, including Alberta Infrastructure, Alberta Culture, and the City of Calgary

Governance

- Develop and maintain a strong working relationship with the Board, enabling the Board to carry out its governance role and make informed decisions
- Engage and leverage Board members to advance the Society's objectives and policy direction
- Facilitate Board processes including Board and committee meetings, strategic planning, recruitment, and orientation

Finance and Operations

- Prepare business plans and budgets in collaboration with the staff, Finance Committee and Board, within the parameters of government funding agreements and committed revenues
- Oversee the accounting team and steward all aspects of finance management, including controls, compliance, ongoing reporting
- Develop and strategies to grow and diversify all revenue sources, including fundraising, earned revenues, and sponsorship and partnership opportunities

What do I need to succeed?

- Undergraduate or graduate degree in a relevant discipline; education or training in non-profit/public administration or business management would be a strong asset
- 8+ years progressive experience in the non-profit sector; experience with museums or in culture, heritage or the arts is an asset
- An equivalent combination of education and experience will be considered
- Experience managing non-profit finance and operations, including strategic planning, philanthropy and fund development, human resources

- A progressive and modern perspective about museums and heritage
- Knowledge of Indigenous issues and experience working with Indigenous communities
- Strategic thinking, a creative mindset, and the ability to identify and solve complex problems and plan for the future

Lougheed House is an equal opportunity employer and is guided by a shared commitment to community, sustainability, inclusiveness, and respect. It welcomes applications from qualified individuals from all backgrounds and recognizes it operates in Treaty 7 territory, home of the Blackfoot Nations, Iyahre Nakoda Nations, Tsuut'ina Nation, and the Métis Nation of Alberta, Calgary Elbow District 6.

Compensation

A competitive compensation package includes health spending account, cell phone reimbursement, parking, vacation, flexible work environment. Salary range: \$105,000 to \$118,000.

Application instructions

Please submit resume and cover letter to Lougheed House via email at hr@lougheedhouse.com with the job title in the subject of your email. All candidates will be required to undergo a Security Clearance Check.

www.lougheedhouse.com