



The Manuels River Natural Heritage Society (Manuels River) owns and operates the Manuels River Hibernia Interpretation Centre (Centre) and associated trails system (Trails). MRNHS is a not-for-profit organization with registered charity status. Manuels River's mandate is to preserve and interpret the natural, cultural and geological history of the river through the development of education, recreation and conservation opportunities along the river system and in the Centre.

## **Executive Director**

**Employment Status:** One (1) Full-Time permanent position available with a six (6) month probationary period.

**Hours of Work:** Flexible - Days / Evenings / Weekends

**Rate of Pay:** Salary to commensurate with experience

**Requirements:** **Cover Letter and Resume with a minimum of three references**  
**RNC Certificate of Conduct including Vulnerable Sector Check** (no more than 30 days old)  
**Valid Driver's Licence**

**Who can apply:** Applicants must be legally entitled to work in Canada in accordance with provincial legislation and regulations.

### **Summary of Position:**

The Executive Director is the chief executive of the Manuels River Natural Heritage Society, Inc. responsible for the management of the Manuels River Hibernia Interpretation Centre, including visitor services (exhibits, programs, gift shop, function rentals), staff supervision, accounting, marketing and promotion, building and facility management, and trail development and maintenance. Reporting to the Chair of the Board of Directors of the Society, the Executive Director will contribute to the development of the vision and direction of the Society, its Centre and Trails, ongoing fundraising activities, and liaising with external sponsors and other stakeholders.

### **Duties and Responsibilities:**

- Provide leadership in meeting/exceeding all budgeted targets for the Society's operating revenues and expenses. Manage all financial information for the Society including budget development, approval of expenditures and reporting to the Board.
- Complete grant applications for funding from government and other third parties.
- Direct, plan and coordinate the work of staff and volunteers, prepare HR plan, report on staff performance, and provide input to all related policies. Directly or indirectly supervise all employees of the Society.
- Work with the Board to develop, monitor and update operational policies and procedures and be responsible for the implementation of such policies and procedures.
- Work with the Board and Committees on strategic plans and objectives for the Society.
- Communicate with the Board, its Committees and the Centre's managers to develop plans and programs to meet community needs that meet the mandate of the Society.
- Oversee and support the work of the Centre's managers to ensure effective and efficient promotion, management and operation of the Centre and Trails, ongoing fundraising activities, and liaising with external sponsors, and other stakeholders.
- Working with staff, the Board and Committees, and volunteers, provide leadership in the development and execution of the Society's fundraising activities and events
- Manage the Society's key operational contacts and stakeholder relationships, including the Town of CBS and the third-party operator of the Centre's café.
- Other duties as required and assigned

### **Essential Qualifications:**

- A Canadian citizen or permanent resident entitled to work in Canada.
- Excellent interpersonal and teamwork skills.
- Excellent public speaking and communications skills.
- Excellent HR/people management and leadership skills.
- Enthusiastic, self-motivated with the ability to multi-task and work efficiently on individual projects.
- Able to work flexible hours as required, daytime, evening and weekend.
- Possess excellent computer skills with a moderate understanding of application software including Microsoft Office, website authoring, point of sale and accounting software.
- Experience in areas of financial management such as preparing budgets, financial statements and reports.
- Experience in facilities management and coordinating with outside contractors or stakeholders.
- Experience in completing applications for grants from government, other third parties and in fundraising activities.
- These qualifications would normally have been acquired through 5 or more years in a progressive leadership and/or management role.

### **Asset Qualifications**

- Experience in working with/reporting to a Board of Directors in the not for profit sector.
- Post-secondary education
- Able to read, write and speak French.

**To Apply:** Mail or email your resume with **cover letter, three references** and a **current RNC Certificate of Conduct** (no older than 30 days) to:

**Don Sword, Chair**  
**Manuels River Natural Heritage Society, Inc. /Manuels River Hibernia Interpretation Centre**  
**7 Conception Bay Highway, Conception Bay South, NL, A1W 3A2**  
**Email: don.sword@manuelriver.com**

**Applications must be received by 11:59pm, Monday, October 22nd, 2018.**  
**Applicants who fail to include three references and Certificate of Conduct will be screened out of the competition. We thank all who apply, but only those selected for an interview will be contacted.**