

#SLCCWhistler



Position Description

Title:	Executive Director
Reporting to:	Board of Directors
Overview:	The Executive Director is an advocate of the SLCC, building strong community awareness and support. The ideal candidate for this role will be responsible for implementing the SLCC's strategic plan, striving for financial sustainability, and rooting all business decisions in the culture of the centre. At the core of all SLCC business decisions is the sharing of Squamish Nation and Lil'wat Nation culture through art, history, language and cuisine.
Requirements:	The ideal candidate will bring previous experience from an executive role, exemplifying strong business acumen and a proven ability to align and lead teams from a place of inspiration, compassion, and empowerment. Experience leading full cycle financial planning, budgeting and reporting is required.
Salary Range	\$100,000 - \$135,000 annually
About SLCC:	<p>The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures.</p> <p>The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.</p>



Key Deliverables and Expectations (what we are counting on you for):

Business and Operations

- Build an inspiring vision of the future of the SLCC and collaborates with management on a strategic plan and budget that support this vision.
- Oversee all aspects of the Centre's operations including museum, food and beverage, retail and other cultural and business opportunities. Oversees all financial management and reporting.
- Build strong partnerships and relationships with community, stakeholders and funding providers.
- Manage museum programming and activities including exhibitions, multi-institutional loans and collection management.
- Identify, develop and manage grants, awards and donors, from design to implementation to reporting, that will support the business plan and financial health of SLCC.
- Report to the Board of Directors on a monthly, quarterly and annual basis.
- Support brand and marketing initiatives.
- Collaborate with department leaders on annual business and financial plans. Monitors business plan progress, and financial health of SLCC.
- Support short and long term preventative maintenance and facility plan.

People Leadership

- Build a strong, high performance team.
- Actively share the vision of the Centre and builds alignment throughout the teams.
- People are the heart of the Centre. Responsible for all elements of leading a high performing team including: recognition/appreciation, performance management, conflict resolution, team building, and aligning teams to each other and vision of the SLCC.
- Support leaders in ownership and accountability for budgets development, operational delivery and team management.
- Develop and manage employee policies and processes that support a safe and positive work environment. Report to Board of Directors on employee engagement and performance management.

Community

- Drive museum strategy and build partnerships by attending key local, provincial and national events.
- Understand and support the cultural sensitivity of the Centre, the people and the land.
- Build support beyond community boundaries.
- Act in the best interest of the Squamish and Lil'wat First Nations.



Every Member of the SLCC Team

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Live the SLCC values of Passion, Empowerment, Collaboration and Equality.
 - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
 - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
 - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
 - Equality: We treat others as we would like to be treated, with fairness and respect.

Experience and Attributes (what you will bring to our team):

Attributes

- Build and maintain strong working relationships. You collaborate and build trust with all members of the SLCC team as well as key partners and stakeholders.
- Bring your passion of First Nations culture and people.
- Strong communicator – you are masterful at listening to get to the heart of issues and can also clearly and respectfully communicate key messages to all audiences.
- Role model a high level of professionalism while also aligning and supporting with the culture of the SLCC.
- Lead by example in creating a positive and respectful workplace for staff and an amazing experience for guests.
- Exceptional time management, prioritization and organizational skills.
- Self-motivated, positive attitude and able to multi-task within a fast paced environment.
- Strong attention to details and accuracy in essential.



Experience and Education

- 7 or more years' experience working at a senior Management, executive level
- Ideal candidate will have experience in cultural centre, museum and/or not-for-profit.
- Post-secondary education in business or related field.
- Experience managing full cycle financial planning and budgeting at senior level.
- Experience working with senior levels of government to build support and influence change.
- Excellent computer skills, specifically in Microsoft Office programs.
- Experience and/or understanding of the Squamish and Lil'wat First Nations an asset.
- Clear criminal background check.

Application and Selection Process:

- Please apply by sending your cover letter and resume to human.resources@slcc.ca by Thursday, November 30th 2023.
- If you are selected to move forward in the interview process, there may be multiple steps in our selection. We are committed to hiring the best leader for the SLCC and want to ensure there is a great fit for the team and the right candidate.

