



# Heritage BC



## **Executive Director**

Opportunity Profile



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*Heritage BC champions built, cultural and living heritage across the province. We recognize that our work is situated on unceded and ancestral Indigenous lands.*

Established in 1981, Heritage BC is a member-based, non-profit organization that supports and advocates for British Columbia's diverse heritage sector. The organization brings together non-profit historical societies, museums, historic sites, local and First Nation governments, and individuals committed to heritage planning and cultural stewardship. Guided by values of equity, integrity, informed progress, and collaboration, Heritage BC is trusted to empower sustainable community heritage stewardship across the province.

We advance heritage preservation through a broad range of programs and initiatives. Hosting the [Annual BC Heritage Awards](#) to recognize excellence in conservation and stewardship, leading province-wide celebrations during [Heritage Week](#), and producing educational webinars, workshops, and resource guides for professionals and community advocates. Each year, Heritage BC convenes the heritage community at the [Annual Heritage BC Conference](#), creating space for connection, shared learning, and collaboration. Through regular newsletters and active social media engagement, we keep the sector informed and connected.

Through direct financial support, sector leadership, and sustained advocacy, Heritage BC strengthens heritage stewardship in BC. The organization advised on and administers the [Heritage Legacy Fund](#) and other grant programs that invest in community led conservation projects across the province, while also supporting ongoing heritage awareness and programming. With a focus on skills development, capacity building, and legislative advocacy, we help create clear, shared frameworks that enable communities and interest holders to care for cultural heritage in ways that are responsible, resilient, and grounded in long-term sustainability.



## Our Mission

Heritage BC supports people of British Columbia who champion the preservation and conservation of all forms of built and cultural heritage. We achieve this by developing awareness, appreciation and respect for BC's tangible and intangible traditions.

At Heritage BC, we are dedicated to preserving and promoting BC's rich cultural heritage, supporting the individuals and communities who champion its built and intangible traditions. As Executive Director, you will shape the organization's future and the province's heritage sector, leading a talented, remote team in a flexible, supportive environment while guiding innovative programs, strategic partnerships, and advocacy initiatives.

You will work closely with a passionate Board, Indigenous communities, government partners, funders, and heritage professionals, while having the autonomy to steer all aspects of Heritage BC's operations. Leading initiatives such as Heritage Legacy Fund, Heritage Week, and Annual BC Heritage Awards – uniting staff, board and partners to strengthen, celebrate, and sustain BC's cultural legacy.



### Work Environment

Heritage BC provides a collaborative and inspiring environment where leadership shapes the future of British Columbia's heritage. The work is varied, encompassing advocacy, program development, fundraising, and community engagement, with opportunities to make a tangible impact across the province. You will lead a talented remote team, foster connection, trust, and professional growth while guiding high-quality programs and initiatives.

The organization thrives on transparency, open communication, and mutual respect. Staff, board members, and external partners work together to advance strategic goals and support heritage communities, creating a culture of collaboration, innovation, and accountability.

Heritage BC operates as a fully virtual office, offering flexibility while maintaining strong connections across the team. Occasional travel across BC and beyond supports meetings, conferences, and public events. Standard working hours are Monday to Friday, with some evenings or weekends required for key initiatives and engagement.

### Team & Culture

The team culture is mission driven, collaborative, and grounded in trust, respect, and shared accountability. Staff work remotely across BC and stay connected through clear communication, strong relationships, and a shared commitment to heritage stewardship. The environment supports autonomy, creative problem-solving, and strategic thinking, with leadership that values empathy, integrity and open dialogue. Team members are encouraged to contribute expertise, exchange ideas and align their work with organizational goals. The work is purposeful and people-centred, shaped by deep sector knowledge and a collective dedication to supporting communities and safeguarding BC's tangible and intangible heritage.

### What We Offer

Heritage BC offers competitive salary and total compensation for this role that has been set according to the key factors of skill, effort, accountability/responsibility, and the working conditions required for the Executive Director.

Heritage BC recognizes that total compensation is influenced by multiple factors, including employee performance, market competitiveness, and organizational performance. Its objective is to provide fair and equitable compensation while supporting organizational well-being through a welcoming workplace, flexible schedules, and an engaging team environment.

Here are additional benefits you will receive with us:

- Paid annual vacation
- Health and dental benefits
- RSP contributions
- Opportunities for professional development

## Position Summary

The Executive Director of Heritage BC provides clear, values-based leadership for a province-wide organization dedicated to heritage stewardship across British Columbia. Reporting to the Board of Directors through the Chair, the ED guides the organization's strategic direction, operations, and governance with integrity, care, and purpose. This role holds responsibility for aligning programs, finances, policies, and partnerships with Heritage BC's mission and 2025–2028 Strategic Plan, while ensuring strong accountability, sound decision-making, and long-term sustainability.

As the organization's senior leader and public voice, the Executive Director builds trusted relationships across the heritage ecosystem. This includes active engagement with Indigenous communities, governments, funders, professional associations, members, and sector partners. The Executive Director represents Heritage BC with credibility and presence, advances advocacy priorities, and strengthens provincial and national alliances. Through thoughtful communication and sector insight, the Executive Director positions Heritage BC as a respected connector, advisor, and champion for built and intangible heritage.

Internally, the Executive Director leads a skilled, remote team through a collaborative and people-centered approach. The role emphasizes open communication, trust, and clarity, creating an environment where staff feel supported, informed, and empowered. The Executive Director provides strategic guidance, mentorship, and operational leadership while fostering autonomy, accountability, and well-being. As a small organization with limited administrative support, Heritage BC requires an Executive Director who is self-sufficient and comfortable managing their own administrative, operational, and governance-related tasks while delegating thoughtfully and effectively across the team.

The Executive Director oversees financial stewardship, fundraising, granting programs, and organizational operations. This includes budget development, financial oversight, risk management, and responsibility for the Heritage Legacy Fund and other granting initiatives. With a deep understanding of the heritage sector and non-profit governance, the Executive Director balances strategic vision with operational excellence. Grounded in empathy, reconciliation, cultural inclusion, and a strong commitment to BC's regional diversity, the Executive Director unites staff, board, and partners around a shared purpose to champion, connect, and sustain heritage across the province.

While this is a remote, home office-based role, it does require the incumbent to reside within British Columbia (BC). If applying from outside BC, relocation to BC would be a condition of employment for the successful candidate.



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In addition to the professional opportunities this role offers, living in British Columbia presents an exceptional lifestyle. BC is renowned for its breathtaking landscapes, from rugged coastlines and temperate rainforests to soaring mountains, serene lakes, and vibrant urban centres. Whether you choose to live in a lively city, a charming town, or a scenic rural community, the province offers a quality of life that balances work, recreation, and community connection.

BC's communities are diverse and culturally rich, blending history, heritage, and modern amenities. Residents can explore historic sites like the Butchart Gardens and Craigdarroch Castle in Victoria, wander the heritage streets of Gastown in Vancouver, or experience Indigenous culture at the Bill Reid Gallery. Outdoor enthusiasts enjoy world-class opportunities such as skiing at Whistler Blackcomb, hiking the Grouse Grind, kayaking in the Gulf Islands, or cycling the Kettle Valley Rail Trail. Coastal regions offer saltwater and freshwater fishing, while interior lakes provide opportunities for boating, paddleboarding, and year-round golf.

Living in BC means being part of communities that value sustainability, creativity, and heritage. Vibrant arts and culture scenes, such as the Vancouver Symphony Orchestra, the Victoria Fringe Festival, and the Cariboo-Chilcotin storytelling circles, coexist with thriving farmers' markets, craft breweries, and community heritage initiatives. Historic towns like Fort Langley, Nelson, and Barkerville showcase restored architecture and interpretive programs, while growing urban centres like Kelowna, Victoria, and Vancouver offer modern amenities alongside walkable streets, bike paths, and access to green spaces. These communities allow residents to connect with people, history, and nature in meaningful ways.

With its unparalleled natural beauty, rich cultural diversity, and dynamic communities, British Columbia provides an inspiring setting to lead a province-wide organization dedicated to heritage. It is a place where career growth, personal fulfillment, and a love of place converge, offering the rare combination of professional challenge and lifestyle reward.

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