



## JOB DESCRIPTION – EXECUTIVE DIRECTOR

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**Reports to:** Board of Directors

**Board Committee(s):** ex-officio on all committees

**Direct Reports:** 5

## PURPOSE

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The Executive Director (ED) of Heritage BC provides visionary leadership and strategic oversight for a province-wide cultural heritage organization. Reporting to the Board of Directors through the Chair, the ED ensures that the organization operates with integrity, efficiency, and impact, aligning programs, finances, policies, and partnerships with Heritage BC's mission, values, and strategic goals.

The ED leads internal operations and provides external leadership, identifying opportunities to advance the heritage sector through advocacy, funding, and granting programs. They serve as Heritage BC's public face and primary advocate, cultivating strong relationships with governments, Indigenous communities, professional associations, funders, and heritage practitioners.

Grounded in collaboration, equity, and cultural inclusion, the ED guides the team in delivering high-quality programs while fostering a flexible, supportive, and connected work environment. This role requires deep knowledge of built heritage and respect for intangible heritage, strategic foresight, and the ability to mobilize resources, partnerships, and programs to achieve meaningful impact. The ED embodies Heritage BC's values, including reconciliation, diversity, accessibility, cultural inclusion, and inspires confidence both within the organization and across British Columbia's heritage community.

## RESPONSIBILITIES

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### Leadership & Strategic Planning

- Provide leadership grounded in heritage-sector values, including diversity, accessibility, reconciliation and cultural inclusion.
- Support the Board of Directors by identifying and addressing emerging issues, building shared understanding, and fostering consensus on actions to be taken.
- Provide leadership and clarity to the staff team by motivating, guiding, and directing them toward achieving organizational goals in an environment centred around trust, psychological safety, and respect.
- Lead the implementation of Heritage BC's 2025–2028 Strategic Plan and periodic review, recommending adjustments to respond to emerging priorities.
- Through strategic critical thinking, research and analysis, act as a provincial heritage thought leader, providing sector foresight, trend analysis, and future-facing leadership.
- Ensure the Board has the information needed to provide financial oversight, risk management, and strategic guidance, including:

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- Supporting Board Committees directly or through staff resources.
- Supporting the Board Chair with governance guidance and resources. This includes Society filing and Annual General meeting obligations.
- Reporting regularly to the Board on staff achievements, program outcomes, and strategic objectives.
- Identifying, assessing, and informing the Board of internal and external issues affecting the organization.
- Preparing Board meeting agendas (with input when required from Chair), materials, communications, and minutes (responsible for taking minutes of Board meetings and submitting to Chair at least two days prior to board meeting for input); maintaining an annual planning calendar with scheduled agenda items.
- Supporting the Board Chair in building a cohesive, well-connected Board and in planning effective monthly meetings.

## Fundraising & Financial Management

- Oversee the organization's operating and business model and develop strategic plans for sustainable operations, including multi-year forecasting, investment recommendations, sponsorship development, and fundraising strategies.
- Monitor the Vancouver Foundation's **Heritage Legacy Fund**, ensuring Heritage BC fulfills its responsibilities as Fund Advisor.
- Oversee the **Heritage BC Transferability Sustainability Fund** held with the Vancouver Foundation, ensuring funds are managed in accordance with organizational policy.
- Develop the annual budget in consultation with the staff team, for submission to the Board for approval.
- Meet regularly with the Finance Committee to discuss financial policy, present forecasting, and assess financial scenarios.
- Oversee financial and administrative systems to ensure resources are used efficiently and in accordance with Board-approved budgets, policies, and plans.
- Ensure all programs operate within approved funding limits and that proper financial controls are in place. Provide the Board with timely budgets, forecasts, and operating reports.
- Ensure all legal and financial obligations are met. Prepare for the annual audit and respond to auditor requests. Coordinate meetings required between Audit Committee and auditors. Prepare for the presentation of the FS at the Annual General Meeting of Heritage BC.
- Oversee the distribution of Heritage Legacy Fund grants and other granting funds received through fee-for-service contracts, ensuring compliance with approved policy and oversight practices.
- Ensure Heritage BC maintains the capacity to uphold best practices in the philanthropic activities delivered through its granting programs. Report to the Board any contract or financial risk associated with delivery of grants.

## Relationships & Communications

- Serve as the official spokesperson for the organization.
- Provide leadership in developing, managing, and maintaining relationships with communities, governments, and partners to promote the relevance and importance of heritage.
- Maintain collaborative relationships with key partners, including the Heritage Branch (Province of BC), National Trust, BC Association of Heritage Planners, BC Museums Association, and the First Peoples' Cultural Council and Foundation to name a few. Encourage staff involvement in these organization's collaborative initiatives.
- Strengthen relationships with members, sponsors, and donors.

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- Ensure communications strategies are impactful, support a positive organizational image, and build effective relationships with stakeholders, members, advocates, and partners.
- Represent Heritage BC in presentations and meetings with partner organizations, academic institutions, governments, Indigenous communities, corporations, and others.
- Remain informed of community needs and interests related to the organization's goals.
- Oversee the maintenance and development of the organization's website, ensuring it is current, informative, and reflective of programming and educational resources relevant to British Columbia's heritage sector.

## Human Resources

- Develop and maintain an organizational structure and compensation framework that aligns with available resources and ensures adequate capacity to meet organizational goals. This includes short-term or contract hires where appropriate.
- Recommend HR policies to the Board and manage staff in a manner that promotes collaboration, productivity, safety, and respect.
- Direct the day-to-day operations of Heritage BC, keeping the Board informed of all critical matters in a timely manner.
- Hire, train, coach, develop, and conduct performance assessments for staff and contractors, in accordance with employment legislation and best practices.

## Programmatic Support

- Support and work alongside staff to ensure they can effectively carry out their program responsibilities.
- Through a collaborative, data-informed approach, lead the development of new or innovative program initiatives that have not yet been clearly assigned to specific staff roles.
- Initiate planning and management for advocacy activities and develop a delegation plan to integrate advocacy into program outputs across the team.
- Be the representative for Heritage BC on advocacy coalitions and networks such as Coalition of Arts, Culture and Heritage of BC (COACH - BC) and the National Trust of Canada's Heritage Partners Committee.
- Ensure the organization assesses its program effectiveness and impacts.
- Enable and nurture the management of the organization's database (Little Green Light - chosen and implemented in 2025). The database is for the purposes of Heritage BC achieving its strategic goal of being a data driven organization. The database is a repository of membership, sponsorship, grant and community inquiries.

## Policy

- Identify and recommend new policies through appropriate Board Committees; develop policy collaboratively with staff and committees.
- Identify existing policies requiring review and updating, including programmatic, financial, advocacy, and staff-related policies.
- Recommend bylaw updates as needed.
- Ensure consistent adherence to internal practices, procedures, and policy across the staff team, and advise the Board Chair of any significant concerns.

*The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by Heritage BC's evolving needs and priorities.*



## COMPETENCIES & SKILLS

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The Executive Director brings both professional expertise and lived provincial context, with the credibility, judgement, and relationship skills required to lead a diverse, remote, and values driven organization.

### Education & Experience

- At least five (5) years' experience in a related senior leadership role, with specific experience in the BC heritage sector, preferably in a non-profit setting.
- Post-secondary education in non-profit management, conservation, cultural arts, or a related field is an asset; a combination of experience and education would be considered.
- Knowledge and experience in the heritage sector of BC, enabling effective advocacy and relationship-building with local governments, First Nations, and community partners.
- Demonstrated experience leveraging an established professional network within the heritage, cultural, non-profit, or allied sectors to advance organizational goals, partnerships, and membership growth.
- Strong financial literacy and business acumen, including knowledge of budgeting best practices, understanding of the basics of tax, payroll, financial reporting, investment considerations, an in-depth understanding of corporate finance and performance measurement and general bookkeeping principles.
- Experience with fundraising, donor management, and grant-giving operations.
- Experience reporting to and supporting a volunteer Board in a manner that ensures role clarity, effective governance, and appropriate boundaries between governance and operations.
- Demonstrated human resources experience, including management of remote employees.
- Understanding of, and experience with, the BC Societies Act.
- Familiarity with local government operations and stakeholder relationships is preferred.
- Membership with Heritage BC or other related associations is preferred.
- Willing to undergo a criminal record check and background check as a condition of employment.

### Knowledge, Skills & Abilities

- Excellent oral and written communication skills, including the ability to use storytelling to influence positive outcomes; strong presentation and public-speaking skills.
- Understanding of cultural protocols and the importance of encouraging culturally respectful practices in the heritage sector, including knowledge of Indigenous history.
- Ability to identify and manage organizational risk.
- Strong operations management capabilities with the ability to work under pressure and adapt quickly to unforeseen situations and events.
- Ability to think strategically and meet long-term organizational goals, while balancing short-term demands.
- Knowledge of leadership and management principles relevant to excellence in the non-profit sector.
- Ability to strategically grow and steward networks in ways that support membership engagement, collaboration, and long-term organizational stability.
- Proactive approach to problem-solving with strong decision-making capability, using research and data to develop evidence-based decisions and recommendations.
- Proven ability to lead a team and foster an inspiring and healthy organizational culture, ensuring psychological safety, trust, and respect.
- High ethical standards, professionalism, integrity, and forthright communication.
- High level of emotional intelligence, self-awareness, and commitment to personal growth and development, striving for the highest attainable standard of excellence.

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- Strong organizational skills, including the ability to manage multiple projects and deadlines.
- Sound judgement and timely decision-making abilities.
- Strong computer skills, including proficiency with the MS Office Suite.

## WORKING CONDITIONS

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- Heritage BC is an entirely virtual operation, as such the position may be based anywhere in BC.
- Must be able to coordinate regular mail pick-up at a post office.
- Full-time position: Monday through Friday, with occasional evening and weekend work as needed.
- Occasional travel required within and outside of British Columbia for meetings and participation in conferences and symposia.