

CBHC – LOOKING for NEW EXECUTIVE DIRECTOR:

CBHC is in the process of advertising for an Executive Director (ED). The position has been vacant for a short period of time while the Board reviewed the requirements and enhanced new job description and job title. The new ED will have their hands full as they lead a new Business Plan that will be coming on stream. The Centre will be undertaking a paradigm shift in how it has conducted business. A new dynamic leader will lead an energetic team of staff and volunteers to new heights. Should you or someone you know be interested in this new challenge, read on. The following documents describe the newly defined position and that unique individual that we will be looking for to lead us in this new direction.

Candidates' Information Package

1. General:

This **Candidates' Information Package** has been assembled to assist an applicant in preparation of their resume and covering letter for the subject position. This package contains a copy of the **job description**, the **advertisement** to announce the vacancy and the **screening tool** that will be used as a part of the selection process. The first two documents are intended to give the potential candidate a clear picture of the job function and the qualifications and experience necessary to perform the position to the expectations of the Board. The screening tool will give you an idea of the type of work experience we will be looking for. The interview questions (not enclosed) will address these requirements. Your resume/curriculum vita and covering letter should cover all of these salient points in a very clear and succinct (longevity is not important, content is) manner. All information that you provide by way of the application and interview will be verified in the **reference check** segment of the selection process.

2. Position Advertisement:

The **Canadian Bushplane Heritage Centre** is dedicated to preserving and displaying the history of Bush Flying and Forest Protection in Canada. Volunteer members actively acquire, restore, preserve and display floatplanes, bushplanes, waterbombers, and forest firefighting equipment along with other aviation and forestry-related artefacts' in order to celebrate the achievements of Canada's aviation and forest fire fighting pioneers. The CBHC is a major tourist attraction located on the waterfront in downtown Sault Ste. Marie. We seek:

Executive Director

As Executive Director you will direct and administer all aspects of the operations of the CBHC under the authority of the board of directors and in accordance with established policies and procedures. You will work closely with the Board of Directors and its committees to provide leadership to monitor and implement our strategic and business plans, our marketing and fundraising, prepare, monitor and adjust annual budgets and maintain the capital assets of the organization.

As the successful candidate you will have well developed senior management and financial skill sets to provide innovative and effective leadership to this unique centre. Your senior management experience will include time spent working closely with a board of directors and its committees along with a dedicated team of employees and volunteers. Your leadership experience will include proven abilities in the development of employees and volunteers, who will provide excellent customer service to our clients/visitors. Your strongest asset will be leadership in the financial growth and sustainability of the Centre with the ability to successfully research, prepare and administer applications for grants and funding proposals, coupled with your knowledge of how governments and funding agencies help their constituents. The excellent verbal and writing skills that you possess will not only be used as the Centre's strongest advocate but also to market and attract tourists to the Centre. You will possess a post secondary education in a related field.

Compensation will be commensurate with qualifications and experience.

Further information and direction on the completion of your application documents may be found on the Centre's web site at www.bushplane.com, click on to "News" and then click onto "Looking for New Executive Director" item, for more details

Please reply by e-mail with a full resume on or before March 05, 2010 to:

Executive Director Selection Committee, Canadian Bushplane Heritage Centre. Your letter of application and resume may be sent to the following e-mail address (clyde.healey@shaw.ca)

All applications will be treated in confidence. Only those candidates selected for an interview will be contacted.

3. Job Description: Executive Director

Job Title: Executive Director, CANADIAN BUSHPLANE HERITAGE CENTRE

Reports To: Board of Directors

Job Purpose: Reporting to the Board of Directors, the Executive Director (ED) is to direct, develop and administer all aspects of the operations of the CBHC Under the authority of the board of directors and in accordance with established policies and procedures, the ED will be responsible for the following tasks and responsibilities:

Tasks and Responsibilities include but not limited to:

1. **Strategic direction:** Work closely with the Board of Directors and its committees to provide leadership and input in the development of the Strategic Plan. The ED will be committed to achieving the objectives in the Strategic Plan and will be accountable to the

Board for achieving these objectives;

2. **Operational management:** Direct the overall operations and services of the organization; prepare, monitor and adjust annual budgets and maintain all capital assets of the organization and function in accordance with established CBHC policies and procedures, relevant government legislation, policies and regulatory authorities, Develop, implement and monitor operational plans for funding, marketing, training, evaluations etc.;

3. **Fundraising:** through a developed professional network of local, governmental and other funding body contacts; ensure that a fundraising program is developed to maintain sustainability of the organization. Establish a financial program to track the development, progress and timely approval of grant and funding applications through governmental, special, educational and operational programs, funding agencies, endowments, donations, and local/corporate fundraising programs.

4. **Ensure good business practices in operation:** Ensure appropriate inventory control and that all business functions are conducted in accordance with commonly accepted business practices and that all museum functions are appropriated for the care and preservation of artefacts;

5. **Educational program development:** Ensure the development of curriculum specific education program packages by working with the Boards of Education, special interest groups, CBHC staff and volunteers;

6. **Marketing and public relations:** Promote and advocate the CBHC and its programs to the media and to the general public; lead all marketing, public relations, sales, membership and volunteer development strategies to achieve the goals outlined in the annual budget and strategic plan;

7. **Government and partner relations:** Develop and maintain professional liaison with all levels of government, other funding bodies, tourism, marketing, education and community partners, members, donors, volunteers and customers. Prepare, research and administer program, facility and grant applications, to meet the financial objectives and are appropriate for CBHC operations and objectives,

8. **Human resource management:** Ensure the development and maintenance of all permanent, part-time, contract staff and volunteers, in accordance with CBHC Human Resource and Health and Safety policies and procedures and conduct employee assessments with documentation according to established programs;

9. **Monthly reporting:** Report monthly on financial, budget and statistical information to the Board with progress towards stated goals,

10. **Other duties:** Perform all other related duties as may be deemed necessary by the Board of Directors.

Knowledge, Experience and Skills Required:

- A. Experience managing facility/operational budgets with multiple revenue streams.
- B. Experience planning strategically for development and growth, including experience in fundraising.
- C. Ability to exercise due diligence and implement effective risk management techniques.
- D. Tourism marketing and facility management experience/knowledge.
- E. Prudent and appropriate Human Resource experience which includes the management of staff and volunteers.
- F. Skills in leadership, training and coaching to motivate and retain staff and volunteers to provide excellent customer service and improved productivity.
- G. Demonstrated innovation and creativity in solving challenges.
- H. Appropriate professional competencies, contacts and skills.
- I. Ability to regularly meet or exceed established objectives.
- K. Above average written and verbal communication skills.
- L. Previous experience in a museum or not-for-profit organization.

4. Application Screening Tool:

This document will be used to evaluate the candidate’s application. In your application it is important to list all relevant information as to your educational qualification, experiences and identified accomplishments. A candidate must achieve a minimum score to proceed to the interview stage. The following document shows a breakdown of the three areas of information that would be of interest to the selection panel. **The candidate’s score is compared to the “points available” score. A minimum score must be achieved to proceed to the interview stage.**

1.0 Educational Credentials Total Points available=	Points Available	Candidates Score
1.1 University Degree in Related Field, 1.1.1 Masters 1.1.2 Bachelors 1.2 Other related degree/diploma 1.3 Other non-related Education 1.4 Computer courses) 1.5 Other supportive diplomas or courses pt/ course max diploma (identify)		

2.0 Experience Total Points available=	Points Available	Candidate Score
2.1 Senior Management Position: 2.1.1 CEO in a related field with 2.1.1.1- 10 or more years 2.1.1.2 - less than 10 years 2.1.2. Senior management position in a related field		

<p style="margin: 0;">2.1.3 Senior management position i.e. finance, fund raising, Gov't affairs,</p> <p style="margin: 0;">2.2 Middle management :</p> <p style="margin: 0;">2.2.1 Tourism or related field;</p> <p style="margin: 0;">2.2.2 finance, fund raising, dept head</p>		
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<p style="margin: 0;">3.0 IDENTIFIED ACCOMPLISHMENTS</p> <p style="margin: 0;">Total Points available is combination of Business success and management</p>	Points Available	Candidate Score
<p style="margin: 0;"><u>3.1 Business Success</u> Total pts available =</p> <p style="margin: 0;">3.1.1 Where strategic plan and leadership has resulted in improvements to business growth</p> <p style="margin: 0;">3.1.2. Where creativity and Innovation have resulted in 'unique" business solution</p> <p style="margin: 0;">3.1.3. Where creativity and leadership have resulted in new direction and efficient operation</p> <p style="margin: 0;">3.1.4. Where quality management has resulted in continuous quality improvements in a number of areas i.e. customer relations , funding increase</p> <p style="margin: 0;">3.1.5. Successful development of grant applications or funding proposals, has lead to secure funding</p> <p style="margin: 0;"><u>3.2 Management Area</u> Total pts. Available =</p> <p style="margin: 0;">3.2.1. Where role as leader in strategic planning has given meaning, vision, direction and focus to the organization.</p> <p style="margin: 0;">3.2.2. Where efficiencies/effectiveness in process/work system, have resulted in improvements to overall operation i.e. describes situation where decision making or problem solving skills demonstrate analytical and systematic approach to evaluation of problem and development of alternate solution.</p> <p style="margin: 0;">3.2.3. Where people are valued, understood and empowered in the organization and human resources are effectively utilized.</p> <p style="margin: 0;">3.2.4. Where communication systems are implemented to inform staff and the customer.</p>		

3.2.5. Development or leadership in programs to develop staff and volunteers. (identify)		
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