



Executive Director, Kelowna Museums Society

The Kelowna Museums Society (KMS) is seeking a creative and talented leader with proven ability to focus on Relationships, Community, and Strategy. The Executive Director (ED) is skilled in building teams, deepening relationships, and in developing, implementing, and advancing the strategic goals of our cultural heritage organization: Institutional Sustainability, Relevance, and Partnerships. The ED is responsible for people (a team of 15 and volunteers), planning, workplace culture, and financial operations. The ED identifies and builds key external relationships and partnerships and works collaboratively with the Board of Directors.

The Organization

The Kelowna Museums Society is a non-profit charitable organization that operates museums across three facilities on the unceded traditional territory of the syilx/Okanagan people. Our vision is *to inspire our community to be alive with its history – connecting people and place*. Through the Okanagan Heritage Museum, Military Museum, and Wine and Orchard Museum we offer exhibitions and programming on the culture, history, science, and environment of the Okanagan region. KMS collects, displays, cares for, and shares documents, images, and objects relevant to the region's historic events, people, and places. In addition, it facilitates rentals of the Laurel Packing House and Square to the community. KMS provides the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures and histories of the Okanagan region.

The Opportunity

The Executive Director (you) will be responsible for strategic and annual planning, Human Resources planning, workplace culture, and performance management. You ensure there are funding and revenue generation opportunities to ensure sustainability and maintain all facilities. You represent KMS in the community, City committees, museum associations, and the media. You build and foster partnerships and cultivate relationships. You develop and support your leadership team to offer exhibitions and educational programs that resonate with the community and provide a remarkable visitor experience, and to ensure Collections are

effectively stewarded and that researchers are supported. You assist the Board of Directors with fundraising initiatives and maintaining a public presence.

In alignment with our unwavering commitment to honour and foster close ties with our all First Nations, Indigenous, and Metis communities, especially all First Peoples within the Central Okanagan region, we seek to embody the principles articulated within United Nations Declaration of Rights of Indigenous Peoples (UNDRIP) and to answer the calls to action issued by the Truth and Reconciliation Commission. We desire individuals with the following qualifications to join our esteemed team.

We are looking for a person who wants to Lead and to Learn. We value life experience as well as education. We value collaboration and ambition. Our next Executive Director will be passionate about the important role that museums play in the life of communities and cultures. As you learn and grow with KMS over the next decade, you will imagine and implement creative ways for our team to share our collections, to welcome and educate an expanding community of members, guests and scholars, and to inspire donors to support our shared vision.

In embracing these qualifications, we aim to strengthen our collaborative bridges with community partners and to further enrich the cultural tapestry of the Central Okanagan, ensuring our museum not only preserves history but also pioneers future narratives in an inclusive, respectful, and innovative manner.

Education and Experience

- an advanced degree is preferred, preferably a Master's, in a field that resonates with Museum Studies, Indigenous Studies, Anthropology, Art History, or any other closely allied discipline. Specialized knowledge or focus pertinent to cultural development within an arts based community or lived experience with the equivalent skill set of a formal education such as a Master's degree in Public Administration or Business Administration or the equivalent is valuable.
- additional leadership experience (7+ years) in non-profit or Public Sector, museum, gallery, science centre, or cultural facility preferred.
- a wealth of understanding in navigating the complexities and essential protocols necessary in the creation, execution, and assessment of public programs with a proven ability to think strategically and proactively curate growth experiences for our communities
- experience working in teams and managing a creative, diverse, and professional learning organization
- success in operations, development, community engagement, and relationship building
- prioritizes a commitment to diversity, equity, inclusion, and accessibility (DEIA) in the workplace, museum activities, and external relationships.
- cultural sensitivity / DEIA training, knowledge of the plurality of Indigenous histories and experiences

- demonstrated, mature and respectful, relationships built with the Okanagan Nation Alliance or the First Nations, Inuit, or Metis Peoples within your region is critical
- strong working knowledge of evolving standards of museum practice, with decolonized and contemporary museum approaches
- strong working knowledge of the legal and ethical environment as it relates to museum and cultural heritage work
- strong digital literacy – working knowledge and comfort with of a variety of office applications and the role of technology in supporting our visitor experience
- demonstrated experience in curating and cultivating digital content; proficiency across multiple digital and online platforms is imperative to ensure dynamic and accessible presentation and engagement
- working knowledge of BC labour relations code and collective agreements
- extensive experience with strategic planning processes with demonstrated leadership skills to, review, implement and monitor alignment with short and long-term strategic priorities to ensure progress is made toward key objectives and that milestones are met

Fundraising and Development:

- maintains the financial health and strategically grows KMS in partnership with the employees and the Board of Directors
- is primarily responsible for the management of donor relations including but not limited to new donor cultivation and retention; possesses a rich history of engaging with diverse audiences and communities
- responsible for sourcing, writing, and submitting operating and project grants that involves maintaining positive, close working relationships with arts councils and private funders
- while maintaining existing funding, actively seeks to secure new funding from the private and public sector by cultivating and fostering new relationships with a diversity of donors, granting agencies, and other supporters and stakeholders
- leads and directs fundraising initiatives with the goal of increasing self-generated revenue including establishing annual fundraising targets (in consultation with the Board of Directors) and holding primary responsibility for organizing and overseeing annual fundraising events
- works closely with programming staff to secure financially beneficial programming or community engaged project partners
- extensive experience in digital management of fundraising efforts or willingness to participate in deep and continuous digital fundraising skills development

If you value leading a team that truly does rewarding work, finding creative solutions and enjoy cultivating an incredible visitor experience, please submit your cover letter and resume to info@gotoyouredge.com and indicate “**KMS Executive Director**” on the subject line. We truly thank you for your interest in this position. All candidates who are short-listed will be contacted.