

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Wyomilth (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

Vice President, Advancement and Operations

Royal British Columbia Museum
Victoria, British Columbia

Located in beautiful Victoria, British Columbia, the Royal British Columbia Museum is one of Canada's great museums. The land on which the museum and archives stands is the traditional territory of the Lekwungen (Songhees) and Esquimalt nations. The Royal BC Museum was founded in 1886, the archives in 1894. In 2003 these two organizations joined. The provincial museum and archives collects significant artifacts, documents and specimens of British Columbia's natural and human history, safeguarding them for the future and sharing them with the world.

The Royal BC Museum is a major provincial and national cultural institution, charged with researching, collecting, preserving and exhibiting the historical evidence of British Columbia. The Museum exists to help society understand change. It is an educational institution that strengthens society through cultural and scientific understanding—helping to create the society of the future.

The Museum is seeking a Vice President who will bring experience in operational programs, including Fundraising, Facility Management, Communications, Marketing, Business Development and Sales, and Human Resources.

Reporting to the CEO, the VP is one of three vice-presidents who interacts with the Museum's Board of Directors and is an essential contributor to the fulfilment of the Museum's vision, mission and strategic initiatives. The VP will have a strong external presence and fundraising experience, in addition to strong management skills.

The VP leads and defines the strategic direction for fundraising at the Museum. The VP cooperates with the CEO to ensure an integrated approach to fundraising, ensuring that development activities are based on a thorough understanding of the vision for the Museum. In close coordination with the CEO, the VP delivers philanthropic income to agreed targets and creates avenues for new philanthropic income with a particular focus on new high-value prospects.

The VP is responsible for developing the Museum's national and international brand and public profile. The VP leads on strategic communications, harnessing the changing media context and building relationships with media influencers across a range of channels, as well as the traditional press, to enhance and develop the distinctive reputation and influence of the Museum and Archives.

The successful candidate for this important leadership position will possess several years' experience at a senior management level, which includes leading a diverse group of people and business functions in a variety of situations. The candidate will be a seasoned professional with a post-secondary education in a related discipline, and a proven record of

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achieving results. This individual will have developed a strong business acumen through a series of progressively more responsible positions, culminating in demonstrated success in an executive role.

Candidates should have substantive experience at an executive level, and demonstrated success and business acumen displayed through business, financial planning and strategic planning that have contributed to the strategic objectives of an organization. The successful candidate will already be an impressive operator at a senior level in a similar environment – a medium to large complex organization with numerous lines of business and diverse clientele.

Preferred candidates will possess a proven record of establishing goals, developing people and teams, building relationships across the public and private sectors, solving problems and providing innovative solutions, promoting accountability, engendering trust and integrity. The new Vice President will have been an executive leader in a revenue-oriented and visitor service-centric organization, and will be able to interface effectively with peers heading other functions and at the Board level.

With a committed, energetic approach, the new VP will possess superior communication skills, good commercial and financial understanding and strong strategic abilities. This individual will have a record of leading organizations through change and of successfully delivering on highly sensitive and political initiatives.

As a critical member of the Museum and Archives executive team, this motivated individual will be a strong negotiator with the ability to influence key stakeholders, achieve goals and objectives, and champion a progressive and forward-thinking organization.

Consideration of candidates will begin immediately, with interviews scheduled for mid-October in Victoria.

Please note: The Museum is under-represented by Indigenous staff members. Applications from Indigenous professionals will be particularly welcome.

Applications and nominations for this important leadership position may be directed in confidence to the address below until **September 16, 2018**:

Janet Wright & Associates Inc.
E-mail: mowens@jwasearch.com



POSITION SPECIFICATION

POSITION TITLE: Vice President, Advancement and Operations

LOCATION: Victoria, British Columbia

**ABOUT THE
ROYAL BC MUSEUM**

The Royal British Columbia Museum and Archives is a significant provincial and national cultural institution, charged with researching, collecting, preserving and exhibiting the historical evidence of British Columbia. The Museum exists to help society understand change. It is an educational institution strengthening society through cultural and scientific understanding—helping to create the society of the future. It is a house of evidence, which is why Indigenous people, their knowledge systems, customs and languages have a special place here.

The Royal BC Museum focuses on three interrelated subject areas: life, society and nature. These three themes all focus on the interaction of people with the environment.

The Museum has greatly increased its reach over the last five years in exciting and dynamic ways. It is a vibrant institution with leadership that builds on the past but which is focused firmly on the future.

POSITION SCOPE: The Vice President, Advancement and Operations (VP) is a key member of the Museum's executive leadership team and is responsible for overseeing fundraising and operational areas of the Museum.

Overall

Reporting to the CEO, the VP leads and defines the strategic direction for fundraising at the Museum. The VP cooperates with the CEO to ensure an integrated approach to fundraising, ensuring that development activities are based on a thorough understanding of the vision for the Museum. In close coordination with the CEO, the VP delivers philanthropic income to agreed targets and creates avenues for new philanthropic income with a particular focus on new high-value prospects.

The VP leads, coordinates and reports on the Museum's provincial and international partnerships through developing and monitoring MOU's with other museums, archives and universities and other related bilateral programs.

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Operational

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The VP is responsible for developing the Museum's local, national and international brand and public profile. The VP leads on strategic communications, harnessing the changing media context and building relationships with media influencers across a range of channels, as well as the traditional press, to enhance and develop the distinctive reputation and influence of the Museum and Archives.

The VP leads all the operational programs within the Museum, including Fundraising, Facility Management, Communications, Press and Marketing, Business Development and Sales, and Human Resources and Volunteer Management. This position is responsible for ensuring these areas work in a carefully coordinated way, adopting new procedures when change is required to support the Museum's growth.

The VP is responsible for the physical functioning and security of the Museum, and the safety of staff, volunteers and the visiting public (approximately 800,000 people annually). The VP provides oversight and direction on the development of, and directs the implementation of, timely and coordinated business continuity, safety and disaster relief and recovery programs that adhere to national safety standards. The VP is responsible for the integration of Museum safety standards with those established by provincial regulations.

DELIVERABLES

The Vice President, Advancement and Operations is expected to lead and deliver on the following:

1. Represent the Royal BC Museum as the executive member on various partnership committees.
2. Develop the Museum's local, national and international brand and public profile
3. Oversee the Royal BC Museum's web presence and its digitization initiatives, which provide access to the Museum's and Archives significant collections to the public
4. Ensure the integration of Museum safety standards with those established by provincial regulations
5. Develop trust and build relationships with a portfolio of key

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donors and high-level prospects for new philanthropic income

6. Develop the Museum's profile and build support and advocacy for the Museum's ongoing role in public and scientific life; and
7. Build relationships within and outside Government on a provincial, national and international basis.

SKILLS AND EXPERIENCE:

The ideal candidate for this position is a highly creative visionary thinker with significant leadership experience in fundraising, communications or operations in a museum or major cultural not-for-profit setting.

This individual ideally has played a role in capital campaigns and is technically savvy, is familiar with the national philanthropic community, and has proven success as a front-line gift solicitor.

Solid experience in campaign strategy development and/or development of a comprehensive communications plan.

Experience with significant capital, fundraising or endowment campaigns.

Leadership experience with direct and indirect reports.

An effective communicator and collaborator with excellent written and verbal skills with fluency in written and spoken English.

At least five years of experience with budget and fiscal management.

An adept multitasker, able to maintain a positive disposition under stress, and willingness to travel and work evenings as required.

A strong network of peers at major museums, cultural not-for-profits, archives around Canada and ideally internationally.

Adaptability to business demands with demonstrated problem-solving ability.

Ability to build strong relationships anchored in trust and integrity.

Strong work ethic, combined with a creative, innovative and entrepreneurial attitude.

A high-level of integrity, focus and commitment.

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Ability to think critically and strategically.

EXECUTIVE LEADERSHIP COMPETENCIES

It is expected all Executive Leadership in the Royal BC Museum will demonstrate the following competencies through their actions, decision-making and communication activities, while motivating staff for peak performance:

Vision and Goal- Setting

Vision and goal-setting involves knowledge and skills in establishing official and operational goals for the organization and establishing a system of measuring the effectiveness of goal attainment.

Promoting Empowerment

Promoting empowerment involves knowledge and skills in using processes such as delegation and information-sharing to enhance subordinate ownership and empowerment over their tasks and performance.

Creating and Managing Change

Creating and managing change involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change, and facilitating implementation of successful change actions.

Solving Problems Creatively

Solving problems creatively involves knowledge and skills in fostering creative problem-solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

Building Strategic Alliances

Building strategic alliances involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

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