

Interim Executive Director (Maternity Relief)

Colony of Avalon Foundation Inc.

We seek an energetic and entrepreneurial leader to continue the growth of the Colony of Avalon Foundation.

About Us

The Colony of Avalon Foundation Inc. (CoA) is a registered charity located in Ferryland, Newfoundland, approximately one hour south of St. John's. Established in 1994, our current facilities and programming include a professional archaeological program (including collections management and conservation), a visitors' centre, gift shop, re-created 17th century kitchen and gardens, plus school and public programming. Today, we are recognized as one of Newfoundland's anchor heritage attractions (for more information, head to www.colonyofavalon.ca).

With a highly dedicated and capable staff of 15 - 20 seasonal employees, an operating budget of approximately \$400,000 and visitation of 16,000 - 20,000 annually, the CoA is poised for growth. The CoA's Board of Directors seeks a dynamic individual with the skills, attitude and energy required to ensure the long-term sustainability of our organization by:

- Engaging community
- Developing new audiences
- Increasing and diversifying earned revenues
- Maintaining a high level of fiscal and people management practices

The CoA is committed to an equitable, diverse, and inclusive workforce. We are an equal opportunity employer.

Position Summary

The Executive Director is the manager and chief public representative of our organization. Reporting to and in collaboration with the CoA's Board of Directors and committees, the ED is responsible for:

- Operational and financial planning and management
- Recruitment and supervision of seasonal personnel
- Securing of operational, capital, and project funding through earned revenue and grants
- Ensuring the quality of the CoA's visitor experience
- Overseeing operations of gift shop
- Fostering productive relationships with internal and external stakeholders, partners, CoA members and supporters, communities and staff.
- Building & maintaining a strong brand identity through earned, paid and social media

Qualifications

Our ideal candidate will possess:

- Experience in budget preparation, monitoring and reporting
- Excellent planning, time management and decision-making skills
- Ability to build a supportive and collaborative work environment and to effectively communicate with employees on all levels
- A willingness to be flexible, versatile, creative and innovative.
- The ability to think strategically, to recognize risks and solve problems
- Experience in HR, staffing and administration an asset
- A willingness to learn about the CoA's history and significance

We understand that there's no one path to becoming a great leader of a heritage organization and will consider both practical experience (including paid and volunteer) and educational credentials from a variety of disciplines and backgrounds. If you think you have what it takes to lead our organization, we want to hear from you. Please note, technical expertise in archaeology or collections management is not a requirement.

What We Offer

- A full-time, 12 month yearly position with possible 6 month extension
- Pay compensatory with experience (\$50,000.00 - \$60,000.00)
- Paid annual leave starting at a minimum of 15 days per year
- Option of alternative, off-site work arrangements and flexible hours during our off-season (October - May)
- Position to begin spring 2025

For Interim Position inquiries, please forward current CV to

Laura Tuck, Board Chair of Colony of Avalon Foundation,

newftck@msn.com