



**2024 Job Posting
Shubenacadie Canal Commission**

Position: Executive Director, Shubenacadie Canal Commission

Location: Dartmouth, NS

Career Opportunity

The Shubenacadie Canal Commission (SCC) is seeking a dynamic Executive Director to be responsible for the management of lands, programs, projects and information related to the historical Shubenacadie Canal and Waterway System.

The SCC was created by an act of the Nova Scotia Legislature to oversee and further promote the Shubenacadie Canal System including the operation of any information or interpretative centers pertaining to or belonging to the Shubenacadie Canal System. Our mission is to preserve the historic features of the Shubenacadie Canal and to provide access to a 114 km long waterway for the education and the enjoyment of the public. The SCC achieves this mission through preservation, improvement, and maintenance of waterway and canal structures and features, providing for the maximum practical use of the waterway by shallow draft watercraft, interpreting sites for visitors, and providing park-like settings for residents and tourists. In addition to the above mission, the SCC is a registered charity and manages roughly 100 acres of parkland and buildings including the Fairbanks Centre. Further information on the SCC can be found at www.shubenacadiecanal.ca.

The SCC consists of a volunteer board of 15 members who are appointed by the Province of Nova Scotia, Halifax Regional Municipality, and the Municipalities of Colchester and East Hants.

The SCC is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

The successful candidate, reporting to the SCC through the Chair, will be responsible for all aspects of day-to-day activities of the SCC based at the Fairbanks Centre in Dartmouth, N.S. This includes the management of provincial assets, lands, programs, projects, and information related to the historical Shubenacadie Canal system.

Responsibilities:

- Strategic planning and actions to achieve the SCC mission
- Financial management, budgeting, record keeping, and oversight
- Supporting the Commission's Chair and Treasurer in their duties, including preparing an Annual Report
- Project development, leadership, and management
- Support and leadership to volunteers on projects and activities
- Developing and maintaining a network of public and private stakeholders and partners and community engagement
- Initiating and leading fund-raising activities
- Developing strong and documented business cases for funding applications
- Attendance at Board and Executive Committee meetings including briefings and presentations
- Representing the Commission at meetings with governments, businesses, and community stakeholders
- Documenting and recommending needed repairs and maintenance on Commission facilities and other assets
- Negotiating commercial arrangements such as partnerships and leases
- Maintaining accurate and detailed records of all SCC work including historical records, projects, and assets
- Promoting the history, recreational, and natural assets managed by the SCC, i.e., via social and other media
- Identifying opportunities and projects that promote the Commission mandate
- Managing full- and part-time staff including pay administration

Qualifications:

- The ideal candidate has a strong organizational management background ideally comprising experience within a not-for-profit or business enterprise setting. They are a dynamic and energetic person with a positive attitude. The Executive Director must be committed to the SCC mandate, service excellence, takes pride in good work, and have a proven ability to supervise, lead, and motivate others.
- Minimum of 5 years organizational management experience
- Post-secondary degree or certificate (Education in business or related field is considered a strong asset)
- Strong leadership and organizational skills
- Knowledge of the SCC and its mandate considered an asset
- Ability to develop effective relationships with business, government, private and community partners is essential

- Experience working with all three levels of government
- Experience managing public spaces.
- Experience with accounting as well as analyzing and monitoring financial reports
- Ability to communicate clearly and effectively in all situations
- Strong problem-solving and analytical skills
- Excellent verbal and written communication skills
- Willingness to work a limited number of flexible hours, i.e., Board meetings and special events
- Valid driver's license and vehicle required

What We Offer

Flexible schedule (30 hours per week) with the possibility of remote employment. Three weeks of paid vacations, increasing to four weeks after 2 years of employment. Starting annual salary is \$46,800 with regular annual increases.

Free parking with a work environment in an ideal, park-like setting

To Apply

Please send a cover letter and resume in one document referencing the position title in the subject line:

Shubenacadie Canal Commission

Attention: Chair

info@shubenacadiecanal.ca

We thank all applicants for their interest. Only those invited to be interviewed will be contacted. Those interviewed will be asked to provide the names and contact information for three references.

Deadline for applications is 4:00 p.m., 19 April 2024