



Canadian Council of Archives

Employment opportunity

Position: Executive Director

Starting: May 2023

Salary Range: negotiable

Work Location: Ottawa

The Canadian Council of Archives (CCA) invites applications from individuals inspired by the opportunity to support cultural institutions from coast to coast to coast in the role of Executive Director.

The Executive Director will have senior association management experience, with demonstrated skills to effectively manage CCA internally (e.g., operating the office and working with volunteers) and to successfully champion externally (e.g., to the federal government). Communication skills are important to elevate understanding of CCA's work, and the work of its members, and to raise awareness of the importance of archives and archive-related issues.

The Executive Director will lead and assist the CCA and the Canadian archival community to become stronger and more responsive to a range of community-based matters and concerns in the realm of cultural and heritage institutions. The Executive Director will also support and promote for the association's members across Canada, collaborating with stakeholders and partners, including Library and Archives Canada and others, on matters that relate to funding, public policy, and strategic vision for the future, moving the organization forward and raising its profile.

About CCA

The mandate of the Canadian Council of Archives is to preserve and provide access to Canadian documentary heritage by improving the administration, effectiveness and efficiency of the archival system. The CCA coordinates, provides leadership, and fosters development and cooperation within the Canadian archival system by assisting and supporting member archival organizations through programmes and services that benefit Canadians.

The Council's primary advisory function, in partnership with the provincial and territorial councils, the National Provincial Territorial Archivists Conference (NPTAC) and the Council of Provincial and Territorial Archivists (CPTA) is offered to all constituencies of the Canadian archival system, ranging from Library and Archives Canada (LAC) to community archives.

Role

The Executive Director will support and promote for its members across Canada, collaborating with stakeholders and partners on matters that relate to funding, public policy, and strategic vision for the future and move the organization forward and raise its profile. Their strong leadership skills, established network, and inclusive, collaborative approach combined with a relevant and compelling vision will lead CCA and the Canadian archival system to a bright future. They are flexible, diplomatic and bring a fundamental understanding of the Canadian archival landscape, with respect for regional views and differences. Their leadership style will be proactive rather than reactive.



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Responsibilities

Reporting to CCA's Board of Directors and working in partnership with the Chair, the Executive Director leads the management and day-to-day administration of all business facets of the CCA, including budgeting, fundraising, marketing, publicity, and public relations activities.

The Executive Director will be responsible for achieving annual strategic, programming, fundraising, and operational objectives. Leading a dedicated and creative staff, the Executive Director possesses an entrepreneurial spirit and a strong vision to successfully create and execute strategic initiatives to strengthen and ensure the growth of the Canadian archival community. Ensuring the financial viability of the organization is critical to success in this role. This includes budgetary planning and management as well as the experience to develop programmes and raise funds for CCA's programmes and initiatives. As the primary external executive ambassador, the Executive Director will steward current relationships and partners to develop new opportunities with the goal of deepening donor engagement in CCA's vision.

At the heart of the Canadian archival community's work is the digital transformation it is engaged in, and which is part of the equation to enable citizens to assert their rights and have access to Canada's heritage from coast to coast, regardless of location.

The Executive Director will also lead awareness and develop strategic initiatives to ascertain the appropriate support from governmental agencies and private organizations.

As a team builder who values collaboration, the Executive Director will have responsibility for all organizational aspects of the CCA. The Executive Director will attract, retain, and inspire staff and Board members within an organizational culture that prioritizes inclusivity, kindness, respect, equity, communication, accountability, integrity, empathy, and mutual care.

The Executive Director will be a creative and energetic individual who will help lead CCA and the Canadian archival community into the future.

Other responsibilities include but are not limited to the following:

Management and Administration

- Direct and supervise the activities of office staff, and volunteers.
- Hire, train, and supervise staff, conducting performance assessments as appropriate.
- Manage and oversee the CCA Secretariat daily operations.
- Manage CCA staff in their respective functions and responsibilities.
- Facilitate and support the smooth functioning of the activities within CCA, ensuring effective use of personnel (staff and volunteers) and materials, and with partners such as the National Archival Appraisal Board (NAAB).

Finance

- Oversee the management of expenditures, cash flow and investments.
- Ensure the accuracy of financial statements and other reports, as necessary, for the Board. Oversee the production of annual audited financial statements.
- Prepare detailed annual budgets for the Board of Directors.
- Review and monitor the financial results on a frequent basis to allow for corrective measures where needed.
- Prepare periodical financial statements and ensure accurate accounts and records of expenditures, payables, receivables, and disbursements are maintained.



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- Manage the financial and business operations of the CCA, including financial planning, control and reporting, annual operating budget, long-range plans, and financial projections.

Fundraising

- Develop, manage, and implement fundraising activities with the Board, including solicitation of sponsorships, researching opportunities for grants, as well as the development and management of special events and training programmes.
- Prepare funding applications to federal agencies, and actively pursue the outcomes of such applications, ensuring that all reporting requirements for each application or agency are fulfilled.
- Develop Capital projects.
- Explore, develop and implement sustainable partnerships and funding programmes aimed at its members and for the Canadian archival community.

Board Relations

Prepare reports and correspondence and provide information for the Board, as required.

- Establish a strong and collaborative working relationship with the Chair and Board members and participate as a non-voting ex-officio member of the Board and its committees as required.
- Meet regularly with the Chair and report to the Board as required on strategic initiatives, finance, operations, fundraising and other areas as appropriate or required.
- Plan and prepare Board meetings, and CCA's General Assembly.
- Ensure that Board and general assembly meeting minutes are recorded, and all corporate returns are filed on a timely basis.
- With the Board, develop and implement governance policies, and ensure the Board is made aware immediately of any concerns that could affect the operations or reputation of the CCA.
- Support the CCA Board members, Committees and Working Groups in the execution of their mandate.
- Support the CCA Board in planning and developing strategies.

Communication and External relations

- Significantly increase the visibility or profile of the Canadian archival community, and archives and related issues with the public.
- Manage and develop key external relationships with granting organizations, government agencies officials, private sector organizations, donors, and senior representatives in the Canadian cultural, heritage and archival communities.
- Maintain CCA's communications through its multiple channels.
- Improve the ARCHIVESCANADA.ca portal and associated maintenance and promotion.
- Strengthen relationships with key stakeholders, and partners, including Library and Archives Canada.
- Maintain the CCA web site.
- Manage CCA social media, Arcan-I.
- Develop and maintain CCA's national and international partnerships
- Build on relationships, contributions to the sector and more importantly, the sustainability of archives in the realm of Canadian cultural heritage.
- Monitor the external environment for changes that could affect CCA's success, advise the Board of such changes, and implement appropriate strategic responses.



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Perform other duties as may be specified by the Board.

Qualifications

- Bachelors or preferably master's degree in business administration, archives or history with knowledge of cultural organizations, arts administration or similar experience, supplemented by two year of related non-profit management.
- Knowledge of budgeting and accounting procedures, including payroll, or equivalent combination of education and experience.
- Demonstrated success in fundraising and grant applications.

Abilities and Skills

With a high sense of emotional intelligence and diplomacy, the ideal candidate will have experience in association management; will be a motivated ambassador and promote for an organization in a dynamic multicultural environment. The ideal candidate will have strong communication skills, vital to elevate understanding of CCA's work, the work of members, and to raise awareness of the importance of archives and archive-related issues. Be comfortable engaging in conversations that build effective partnerships. Raise levels of engagement, and advance innovative approaches to the Canadian archival and heritage community needs.

- Excellent organization management skills, (e.g., office management, strategic planning, communication abilities (writing, technology, etc.)).
- Effective managerial and administrative skills and demonstrated skills in organization and communication, both verbal and written.
- Proven ability to establish and maintain harmonious working relationships with Board, staff, volunteers, stakeholders, partners, and the public.
- Teamwork and creativity.
- Knowledge of and interest in the archival and cultural heritage sector.
- Strong demonstrated promotional skills.

- Excellent working knowledge of computers, including office and accounting software.
- Strong initiative, with the ability to work independently or as part of a team.
- Capability to develop risk analyses and balance time-cost ratios to pursue the most appropriate fundraising activities with the highest chance of success.
- Demonstrated skills in monitoring income and expenditure against the allocated budget.

- Experience securing funding from government departments and agencies.
- Experience in issues management - ability to respond to issues nationally and provincially, be informed, and be "on the watch".
- Strong connections to the archival and cultural heritage community.
- Demonstrated proficiency regarding relations with federal and government departments.
- Strong communication skills and fluency in both Canadian official languages.

Application procedure

Applications should address the above selection criteria, be accompanied by a letter of interest, curriculum vitae, and the names and addresses of three referees.

Application should be sent to emplois-jobs@archivescanada.ca



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Application Deadline: April 14, 2023.

We thank all those who apply however only those selected for further consideration will be contacted.

The Canadian Council of Archives is committed to employment equity and welcomes applications from all qualified candidates, including visible minorities, persons of aboriginal heritage, persons with disabilities, and LGBTQ-identified persons.