

SEARCHLIGHT PARTNERS



POSITION:	President & CEO
LOCATION:	Winnipeg, Manitoba but open to other locations in Canada
POSITION DETAILS:	Full Time, Permanent
REPORTS TO:	Board of Directors
WEBSITE	https://www.canadashistory.ca/

“Bringing relevance and awareness to our nation’s diverse past, illuminating the people, places, and events that unite us as Canadians”

THE ORGANIZATION

Established as a National Charitable organization in 1994, Canada’s National History Society (Canada’s History) is headquartered in Winnipeg with 16 full and part-time employees.

Canada’s History is a leader in building and nurturing a passion for learning about Canada’s past, whether that learning takes place in a school classroom or in our own backyard. The organization develops resources to promote popular interest in Canadian history and delivers, across multiple platforms, outreach, teaching materials, educator training, community fairs, digital content, and other programs to engage Canadians in learning about our history. The organization celebrates excellence in history by administering the annual Governor General’s History Awards presented at Rideau Hall.

Canada’s History is building a growing history network of thousands of educators committed to best practices in learning and thinking historically. In addition to a growing digital program, it publishes "Canada's History" magazine and "Kayak: Canada's History Magazine for Kids," and provides the public and history educators with a wide variety of bilingual resources through via digital channels at canadashistory.ca and histoirecanada.ca. The organization strengthens the national network of Heritage Fair organizations across the country through its Young Citizen's/Jeunes Citizens initiatives.

Canada’s History derives its annual revenue of \$3.6 million in roughly equal parts from donors, magazine subscriber-members, and government. Building, maintaining, and growing relationships with major gift donors is a prime responsibility of the President & CEO.

THE POSITION

Reporting to the Board of Directors, the President and CEO will bring passion and vision for the importance of learning history in Canada. This person is responsible for the day-to-day direction and the long-term financial viability of Canada’s National History Society and serves as the face of the organization. The CEO maintains and grows relationships with key stakeholders, especially donors and

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funding partners. Other audiences include government officials, history organization partners, member-subscribers, and advisors.

This senior management role requires a positive and thoughtful leader who upholds and promotes organizational values, who develops and implements timely initiatives aligned with the overall strategy, and who nurtures a collaborative working environment.

RESPONSIBILITIES

Leadership

- Lead the organization and team of dedicated employees toward a successful future as a champion for understanding history.
- Lead with vision, analyze challenges, needs and opportunities, and engage staff collaboratively to develop a five-year strategic plan for board approval, and provide regular performance updates subsequently.
- Oversee and be engaged personally in fundraising and donor relations.
- Identify and work with other stakeholders and partners to foster collaboration and growth.
- Raise the profile of the Society as a champion of understanding Canada's diverse histories and identify areas for growth in mission, revenue, impact, and awareness.

Administrative

- Work with the staff team to prepare a comprehensive annual budget for Board approval and ensure proper administration and adequate funding.
- Direct and support the staff team in publishing Canada's History, Kayak, canadashistory.ca, histoirecanada.ca, newsletters, learning guides, and other educational materials or events.
- Direct the staff team in administering the annual Governor General's History Awards, hosting Canada's History Forum each year and outreach programs.
- Determine staffing requirements and oversee the development of human resources policies, procedures, and practices.
- Promote the commitment to diversity, equity, and inclusion in all areas of operation, including contributing to truth and reconciliation by building collaboration with Indigenous communities and organizations.
- Foster a positive, healthy, and safe working environment in accordance with all legislation and regulations.
- Ensure the Society is compliant with all legislative and reporting requirements, including appropriate risk management.

CANDIDATE QUALIFICATIONS

- Curiosity and passion for Canada and its histories.
- Proven ability to advance successful fundraising strategies and donor relations.

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- Leadership experience in the Not-for-Profit sector, including experience reporting to a Board.
- Proven ability in business operations such as strategic planning, marketing, public relations, digital media, and budgeting.
- Competency in government and other external relations.
- A strategic thinker and visionary with the ability to effectively facilitate, mentor and deliver results.
- Strong interpersonal skills, proven excellence as a builder of relationships and teams.
- Demonstrated understanding of and proven commitment to the values of equity, inclusion, and diversity in every facet of CNHS' operations.
- Excellent communication skills with the ability to present effectively to stakeholders and communities and motivate and inspire teams and audiences, locally or nationally.
- Strong management experience with the ability to effectively lead and support professional staff across multiple locations and in a hybrid work environment.
- Excellent stakeholder management skills..
- Willingness and ability to travel across Canada.
- Relevant undergraduate degree or experiential equivalent.
- Functional proficiency in both official languages is desirable.

COMPENSATION

A competitive compensation package will be offered, complete with salary (range between \$160,000 to \$170,000) and benefits, commensurate with experience.

CNHS Equity, Diversity, and Inclusion STATEMENT

Canada's National History Society is an equal-opportunity employer. We are committed to and practice employment equity in hiring staff and work to cultivate diversity in the workplace. We believe that everyone in Canada has the right to participate, learn from and work in an inclusive and respectful environment that promotes equal opportunities and is free from discrimination and harassment. We are also committed to amplifying the voices and stories of diverse communities across Canada.

HOW TO APPLY

Please apply by email with your cover letter and resume by no later than Sunday, April 16th, 2023. Send to: CNHS@searchlightpartnersgroup.com

Read our full land acknowledgement here: <https://www.canadashistory.ca/about-us/land-acknowledgement>

We thank all applicants for their interest; however, only those being considered for interviews will be contacted by Searchlight Partners.