



# VANCOUVER ISLAND MILITARY MUSEUM

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The Vancouver Island Military Museum (VIMM) in Nanaimo BC is seeking applicants for the position of Contract General Manager. Reporting to the VIMM Board of Directors the General Manager works collaboratively with the Board to provide leadership and management as the museum transitions into a new and sustainable business model. As the only employee currently, the General Manager will examine and provide direction on policy development, project management, budget and fund development, grant writing, communications, and financial/administrative duties with the goal of determining business priorities moving into the future. This is a new position, and the successful candidate will work with the volunteer Board of Directors to provide direction and foundation for successful ongoing operations, and a vision of the future for the institution.

This position is based on a one-year contract with the possibility of extending the contract at the end of one year. It is a full-time position, 30-40 hours/week, Monday – Friday with some availability on weekends or event days as needed.

## Key responsibilities:

- Manage the daily operations of the museum with a focus on business and administrative functions;
- Analyze business model including revenue opportunities and areas of risk and provide recommendations on strategy for ongoing sustainable operations;
- Develop a business plan for ongoing operations;
- Research grant opportunities and apply for appropriate grants, ensuring all application and reporting deadlines are met;
- Attend Board meetings and work closely with the Board on research and development of policies;
- Supports Volunteer Coordinator with scheduling, onboarding, training, and provide leadership around supervision;
- Works with the Board to ensure the legal, contractual and other obligations of the Museum are met;
- Develop a marketing and social media plan and identify resources required;
- Provide vision, leadership and strategy to inform the trajectory and sustainability of Museum operations;
- Develop professional partnerships with community and the Arts and Culture sector in Nanaimo;
- Act as a public spokesperson for the Museum, and respectful ambassador of Vancouver Island military history at community events and during collaborations as required;
- Act as a liaison with the City of Nanaimo and manage all aspects of the co-management agreement as needed;
- Remain flexible to the needs of a business that is changing.



### Experience and Qualifications:

- Significant experience in successful leadership and management of a non-profit organization;
- A degree or diploma from a recognized post-secondary institution in a related discipline or the equivalent in experience and education;
- Proven skills in business and respectful leadership with experience in building an effective organizational culture;
- Experience working with a non-profit Board of Directors and knowledge of governance structures;
- Highly organized with good time management skills, excellent communication skills and experience with change management;
- Experience successfully developing budgets and optimizing financial resources, stewarding donors, and grant writing;
- Experience managing building or site operations including sourcing materials, equipment, and overseeing operational needs;
- Understanding of museum and tourism practices and the ability to support this type of work;
- Highly collaborative operational and business management skills and experience;
- Experience managing volunteers as well as HR practices and labour laws;
- Retail management experience an asset.

Compensation: Annual salary of \$60,000/year plus 2 weeks' vacation.

To apply: Please submit a letter of interest and detailed resume by email to: [oic@militarymuseum.ca](mailto:oic@militarymuseum.ca)

Applications will be accepted until April 30th, 2025. We will only contact those selected for an interview.

The position is offered on a one-year term with the opportunity to renew to be discussed with the Board of Directors.