

The logo for Aricville, featuring the word "Aricville" in a white, cursive script font centered within a solid brown rectangular background.

Aricville

Executive Brief

For the position of:

**Executive Director
Aricville Heritage Trust**

October 24, 2011



History

Africville, a black community on the northern end of the Halifax peninsula, directly south of the Bedford Basin, was home to 80 families and 400 people when it was decided that the area would be cleared and demolished to make way for urban development in 1964. Homes were bulldozed as well as the Seaview Baptist Church, the center of the community. Africville was a "tight-knit" community, and many of the residents had lived in the area their entire lives.

In February, 2010, Halifax Regional Municipality and the Africville Genealogy Society settled a long-standing lawsuit over reparations to the Africville Community. The settlement included:

- the conveyance of 2.5 acres of land to serve as the site for the reconstruction of Seaview Church and the construction of an Africville Interpretive Centre;
- \$3,000,000 toward the capital and operating costs of the church/interpretive centre project;
- an apology to the former Africville residents and their descendents for the loss suffered by their community;
- renaming Seaview Park to Africville.

Africville Heritage Trust

The Africville Heritage Trust (AHT) was created to realize the dream of creating a living, fitting memorial to Africville: first, the commemorative Seaview Baptist Church, followed by the Africville Interpretive Centre.

Together, the Church and the Interpretive Centre will celebrate the spirit of the community of Africville, and acknowledge the ways in which racism damages its victims and diminishes the larger community. The AHT Board is committed to a project that will honour Africville, instill pride in the sons and daughters of Africville survivors, and represent the history of Africville to the world.

Major themes for the church/Interpretive Centre exhibits are:

- *Building a Community: Life in Africville,*
- *The Community Uprooted,* and
- *The Community Lives On: Africville's Legacy.*

A variety of programs will be offered at the Seaview Church and Africville Interpretive Centre, including programs for school groups, programs for youth, adult education programs and outreach programs.

Candidate Profile - Executive Director, Africville Heritage Trust

This role will appeal to those who have held senior leadership roles in not-for-profit or community organizations. As the successful candidate, you bring the following experience, competencies and attributes:

- A degree in business, communications, or a related field.
- Adept at building and managing relationships, you are experienced in working with a variety of stakeholder groups.
- You are a clear and dynamic communicator who is passionate about establishing the Centre's presence in the community.
- Experience and knowledge of fundraising will be considered an asset.

Strong Personal Characteristics

- Good listener and communicator with strong people skills.
- Politically astute and excellent judgment,
- Strategic, innovative, entrepreneurial, creative, and future-oriented
- An open, collegial and collaborative approach to decision-making
- High level of personal energy and commitment – positive and enthusiastic,
- Excellent communications skills, both written and verbal.

Executive Director & Africville Heritage Trust Relationship

The Africville Heritage Trust is ultimately accountable for confirming the organization's mission and mandate, setting policy and goals for the organization, and for ensuring that goals are met.

The Executive Director is responsible for the practical operation and administration of the activities of the Africville Heritage Trust within policies as determined by the Board of Directors.

Executive Director Responsibilities

Reporting to the Board of Directors, the Executive Director will provide strategic and operational advice in all aspects of the Seaview Church and Africville Interpretive Centre's operations and will be responsible for implementing the intellectual and programmatic direction of the centre, including exhibition planning and marketing.

While the Executive Director will play an important role in the fundraising efforts of the Centre, the primary responsibility for fundraising is held by the Board of Directors of the Africville Heritage Trust.

The Executive Director, under the direction of the Treasurer, is responsible for managing all aspects of the organization's finances including ensuring financial books and records are accurate and complete, maintaining the approved budget, and reporting financial results accurately and on a timely basis.

The Executive Director will provide support staff with clear job descriptions, reporting requirement expectations in consultation with the Human Resources Committee.

Specific duties and responsibilities for the Executive Director include:

- Developing and executing strategic initiatives and plans as directed by the Board of Directors
- Keeping the Board of Directors fully informed of the state of the organization and factors that can influence it
- When delegated by the Chair, representing the operations of the Church/Centre with government agencies, media outlets, schools, and other community partners
- Ensuring the design and execution of a marketing plan that will support the growth of the Church/Centre
- Networking with other not-for-profit organizations to proactively find opportunities to promote the Church/Centre
- Developing partnerships with local tour operators, other heritage attractions and others in the tourism industry
- Ensuring leadership in development, implementation, and evaluation of new and existing programs and exhibits, including keeping up to date with best practices in heritage interpretation
- Working with the Board of Directors, to secure sources of funding including capital campaign efforts, grant proposal writing, acquiring new donors and maintaining relationships with existing donors
- Coordinating outreach and fundraising events including responding to specific inquiries from the general public for group sales and special events
- Growing and maintaining mailing and donor lists
- Under the direction of the Treasurer, developing and maintaining the budget, managing financial procedures, accounting processes and financial reporting
- Maintaining knowledge of and implementing grant requirements and reporting
- Managing all aspects of the Centre's human resources (i.e. volunteers and staff) as per policies approved by the Board of Directors
- Managing all other related contracts.

Selection Process

The Board of Directors has appointed a Selection Committee to conduct the search and selection of the Executive Director. The Committee will make a recommendation to the Board of Directors.

The Selection Committee will:

- Review all applications for the role
- Select applicants for interviews with the Selection Committee
- Interview selected applicants
- Make a recommendation of a preferred candidate/s to the Board of Directors
- Conduct reference checks
- Notify all unsuccessful applicants

Reference Checks

After our initial interview with you, if both you and we wish to proceed further, we would like to speak to your references. We would like to speak with *references of our choice* that represent 360-degree **working relationships** you have had for the past several years, whether supervisors, peers or subordinates.

The Africville Heritage Trust respects the privacy and confidentiality of personal information provided by candidates.

Salary Range: \$60,000 - \$70,000

To Apply

Interested individuals are asked to submit a copy of their resume and covering letter by October xx, 2011 to jobs.aht@bellaliant.com

Thank you for your interest in this position.