



## CAREER POSTING

**Position:** General Manager Full-Time permanent  
**Reports To:** The Board of Directors  
**Location:** Historic Hat Creek Ranch, Cache Creek BC

### Role Summary

The General Manager reports to the volunteer Board of Directors and oversees the day-to-day operations of Historic Hat Creek. The General Manager ensures the programs, services, facilities, activities, and initiatives are not only maintained, but improved upon, and that short-term and long-term objectives are set and met. The General Manager of Historic Hat Creek must be able to develop and maintain an environment in accordance with the values established by the Society, gain the support and commitment of stakeholders to achieve organizational goals, and represent the organization so that the community and all stakeholders, perceive Historic Hat Creek as an effective, efficient, and important contributor to the community within the context of increasing tourism in our area.

The General Manager must have the ability to build consensus and relationships among directors, partners, and the workforce; extensive knowledge of Indigenous cultures, proven knowledge and experience in the tourism industry, with experience and knowledge of Indigenous tourism an asset.

### Administration

- Works collaboratively with and reports to a volunteer Board of Directors, preparing and presenting reports at **regular** meetings.
- Working with the Board, develops policies and programs, as well as strategic business plans, translating them into tangible operational objectives to be implemented by the affected departments.
- Conducts site inspections ensuring proper presentation as well as compliance with safety standards and security protocols.
- Negotiates and monitors contracts for construction and restoration work to ensure the needs and values of the Society, the Heritage Branch, and the Standards and Guidelines for the Conservation of Historic Places in Canada are met.
- Develop revenue-generating activities and a strategic marketing plan, promoting the heritage site while balancing its preservation.
- Liaise with regional, provincial, and indigenous tourism organizations.
- Acting as a spokesperson for the organization, develop and maintain effective relationships with government officers and representatives, funding bodies, community agencies, educational organizations, partners, Indigenous partners and stakeholders.
- Prepare press releases.
- Research and collect information on national sector trends; analyze information and develop draft policy and recommendations regarding program initiatives for the Board.

### Fiscal

- Budget development for approval by the Board taking into account strategic planning and operational goals.

- Oversee departmental budget development.
- Monitor financial performance to ensure adherence with the established budget.
- Reviews and maintains financial records and prepares detailed financial statements for presentation and review by the Board.
- Prepare fiscal year end financial reports for review at the Annual General Meeting.
- Actively research and secure public and private funding sources.
- Drafts grant applications for the Board's review and apply as directed.
- Negotiate all ongoing requirements with the funding bodies, and submit reports as required by each individual funding agency.
- Research, apply for, and administer wage subsidies from all possible sources (Human Resource Department, ASETS, Young Canada Works, Summer Career Placement, etc.)
- Ensures preparation of payroll, source deductions, and HR related documentation, e.g., ROEs, T4 Forms, etc.

### **Human Resources and Managerial**

- Develop and implement human resources policies including recruitment, compensation, supervision, employee relations, conflict resolution, and performance evaluation and management.
- Ensure compliance with all provincial and federal human resource management legislation.
- Allocate staff resources to the Board if required for committees and work groups.
- Develop a long-term human resource plan to ensure appropriate staffing levels to meet organizational growth.
- Support, coach and encourage all staff; develop and maintain open communication and a shared teamwork approach to the completion of all assignments within the organization.
- Oversight and guidance to all departmental management. Departments include:
  - Site Interpretation & Curatorial
  - Restaurant & Catering Services
  - Maintenance & Restoration
  - Visitor Services and Gift Shop
- Conduct departmental and inter-departmental meetings to ensure consistent communication and cooperation.
- Monitor departmental performance and provide guidance as needed.
- Provide support to departmental managers to assist with reaching operational targets.
- Work with departmental managers to set short- and long-term plans and budgets for each program area.
- Assist managers and staff with acquiring training to enhance skills as needed.

### **Incumbent Requirements**

- Must be able to apply principles of finance, accounting, and business management.
- A post-secondary degree and/or proven experience in senior management in the not-for-profit sector, combined with demonstrated experience working effectively with or on a volunteer board of directors.
- Experience with the preparation and administration of grant applications.
- Budget preparation and maintenance experience.
- Business planning, operational oversight, and strategy implementation experience.
- extensive knowledge of financial analysis.
- Human resources legislation and knowledge of government programs and services an asset.

- Proven ability to foster positive relationships with communities, stakeholders, and government representatives are necessary.
- Demonstrated ability to work with managers, staff, and the Board to develop and deliver organizational priorities.
- Strong leadership skills, able to provide clear and concise guidance to managers and staff.
- Ability to clearly communicate strategic and operational standards, values, expectations, and priorities.
- Excellent written and verbal communication skills.
- Ability to create and present concise and accurate financial and administrative reports.
- Demonstrated ability to communicate effectively with diverse audiences including the public, government officials and Indigenous organizations and people.
- Knowledge of Indigenous cultures and specific Secwepemc Indigenous culture and traditions an asset.
- Experience working in/with a not-for-profit environment beneficial.
- Criminal Record Check.
- Valid B.C. Driver's License and reliable transportation.

**For more information or to apply, contact Debra Arnott at [arnottd@telus.net](mailto:arnottd@telus.net) or 1-250-457-7132**