Position Title: Executive Director
Employment Type: 32 hours per week
Salary: 50 000 per annum
Reports To: Board of Directors
Location: The Army Museum Halifax Citadel, Halifax, Nova Scotia

The Army Museum Halifax Citadel is a community museum first opened to the public in 1953. It is located within the Halifax Citadel National Historic Site in Halifax Nova Scotia where it partners with Parks Canada and the Halifax Citadel Society to interpret the history of Nova Scotia's soldiers.

Its mission is to be the foremost Army Museum in its class by telling the story of the Nova Scotian soldier. Housed in an actual military fortress, the museum tells the powerful and compelling story of Nova Scotia soldiers and their contribution to our Nations' war & peacetime endeavors. From their service, sacrifice and artifacts presented within meticulous displays, the museum's well-earned reputation for factual & authentic history is exemplary.

On behalf of the Museum Board of Directors, we seek a community-oriented individual to serve as Museum Executive Director beginning January 2027.

Position Summary

Working closely with the Board of Directors, the Executive Director is responsible for the museum's administrative, financial and operational management, fundraising, grant development, community partnerships and strategic planning.

This position requires an individual with strong organizational and business management skills, financial literacy, excellent communication abilities and an interest in preserving and promoting the history of Nova Scotia's soldiers.

As a small, community-based museum, the Executive Director must be comfortable working in a hands-on environment, balancing strategic responsibilities with day-to-day operational requirements.

1. Organizational Administration

- Work with the Board of Directors to establish and implement organizational goals, policies and strategic priorities.
- Prepare reports and recommendations for Board meetings.
- Ensure the museum operates in accordance with its governing documents, policies, applicable legislation and regulatory requirements.
- Develop and maintain administrative policies and procedures.

- Represent the museum at meetings, conferences and community events.
- Foster a positive, collaborative and professional working environment.

2. Financial Management

- Oversee the museum's financial administration and budgeting.
- Prepare annual operating budgets in consultation with the Board.
- Monitor expenditures, revenues and cash flow.
- Oversee accounts payable, accounts receivable, payroll coordination and financial recordkeeping.
- Work with the museum's bookkeeper or accountant to ensure accurate financial reporting.
- Prepare financial reports for the Board and funding agencies.
- Ensure appropriate financial controls and procedures are maintained.
- Identify opportunities to improve financial sustainability and operational efficiency.

3. Fundraising and Grant Development

- Research and identify potential funding opportunities through government programs, foundations, corporations and private donors.
- Prepare and submit grant applications and funding proposals.
- Develop and maintain relationships with donors, sponsors and funding partners.
- Coordinate fundraising initiatives and campaigns.
- Identify opportunities for corporate sponsorships and community partnerships.
- Ensure grant reporting, financial accountability and project deliverables are completed within established deadlines.
- Work with museum staff and the Board to develop sustainable fundraising strategies.

4. Strategic Development and Partnerships

- Identify opportunities for organizational growth and development.
- Develop relationships with military organizations, government agencies, heritage organizations, community groups and other museums.
- Represent the museum within the broader heritage and military communities.
- Support the development of new programs, exhibits and initiatives.
- Maintain relationships with the Halifax Citadel National Historic Site and other institutional partners.

5. Operations

- Ensure appropriate health and safety procedures are in place.
- Oversee insurance, contracts, service agreements and other operational requirements.
- Ensure appropriate emergency procedures and business continuity plans are maintained.
- Identify operational needs and make recommendations for improvements.

Qualifications and Experience

- Post-secondary education in business administration, accounting, non-profit management, public administration or a related field. Equivalent professional experience will be considered.
- Experience in financial administration, budgeting and organizational management.
- Demonstrated experience in grant writing, fundraising or securing external funding.
- Experience working with a Board of Directors or within a non-profit organization.
- Demonstrated leadership and team-building skills, with the ability to motivate, support and develop staff while fostering a positive, collaborative and productive work environment.
- Strong written and verbal communication skills.
- Proficiency with standard office software and financial management systems.
- Experience developing partnerships and maintaining professional relationships.

Preferred Assets

- Experience working in a museum, heritage organization or non-profit environment.
- Knowledge of grant programs available to Canadian museums and heritage organizations.
- Experience with strategic planning and organizational development.
- Familiarity with Canadian non-profit governance and financial reporting requirements.

Required Competencies

- Strong decision-making abilities.
- Excellent organizational and time-management skills.
- Financial literacy and attention to detail.
- Strong interpersonal and relationship-building skills.
- Ability to work independently and manage competing priorities.
- Problem-solving and conflict-resolution abilities.
- Professionalism, integrity and sound judgment.
- Ability to communicate effectively with staff, volunteers, Board members and the public.

Working Conditions

- 32 hours per week.
- Occasional evening and weekend work may be required for meetings, events and fundraising activities.
- Some flexibility in working hours may be required to accommodate organizational needs.
- Work is primarily office-based, with occasional work throughout the museum.
- Candidates must be able to lift weights up to 35 lbs, as well as to assist general maintenance cleaning.

- The museum is located within a Parks Canada National Historic Site. Due to the design of the Fort, not all of the storage or office space is fully accessible nor can it be modified to meet all needs.

Please submit your application by November 22, 2026 to: armymuseumgeneral@gmail.com with the subject line: [Last Name] Application for Executive Director.

Thank you for your interest, however only short listed applications will be contacted.