



## Job Posting: Executive Director

**Organization:** Spencerville Mill Foundation

**Location:** Spencerville, Ontario

**Employment Type:** One-year contract (with a strong potential for renewal)

**Application Deadline:** February 20, 2026 at 4 p.m.

**Start Date:** 01 April 2026

### About the Spencerville Mill & Museum

The Spencerville Mill & Museum is a vibrant heritage site committed to preserving local history while engaging the community through innovative programming, events, and exhibits. Operated by the Spencerville Mill Foundation, the museum is seeking an Executive Director to lead operations, fundraising, marketing, and community engagement for a one-year term.

### Position Overview

The Executive Director will be responsible for the overall strategic direction, management, and financial sustainability of the Spencerville Mill & Museum. This role requires strong leadership, fundraising expertise, grant writing skills, and an ability to develop community partnerships. The position includes both on-site and remote work, with a varying workload depending on the museum season.

### Major Priorities

1. Develop and implement a sustainability strategy for the Mill.
2. Establish innovative revenue streams to support long-term operations.
3. Enhance and expand the Mill's collections and programming initiatives.

### Key Responsibilities

#### Strategic & Operational Leadership

- Develop and implement the Mill's strategic and business plans, policies, and procedures in alignment with the Board of Directors' vision.
- Oversee daily operations, including supervising full-time and part-time staff, summer students, volunteers and contractors.
- Safeguard the Mill, its artifacts, and visitors by maintaining a secure and welcoming environment.
- Liaise with the Treasurer, Bookkeeper and the Board of Directors to assist as required.

#### Fundraising & Revenue Development

- Lead grant writing, sponsorships, fundraising initiatives, and revenue diversification strategies.
- Identify new revenue opportunities and innovative financial sustainability strategies.
- Manage and report on annual grant funding, including Township of Edwardsburgh Cardinal Community Grants & Donation, Young Canada Works and Canada Summer Jobs.

## Marketing & Community Engagement

- Oversee marketing and promotion efforts, including social media, media releases, website updates, and outreach campaigns.
- Serve as the Board's liaison with the Township, local businesses, and community organizations.
- Expand event programming and partnerships, including signature events such as the Canoe Poker Run, Heritage Golf Tournament, Father Daughter Ball and Wedding Show.

## Operations & Administration

- Facility Management through overseeing maintenance, safety, and daily museum operations.
- Policy & Compliance by ensuring the museum adheres to legal, ethical, and museum industry standards.

## Rental Venue Management

- Oversee venue rentals, including scheduling, contracts, and coordination with lessees and vendors.
- Collaborate with volunteers and staff to ensure seamless operations.

## Collections & Programming

- Guide collections management and exhibition development.
- Enhance digital accessibility and programming for wider audience engagement.
- Oversee organizing and cataloging of the Mill's historical collections, including photographs and artifacts.

## Qualifications

- **Education:** Degree in Museum Studies, Business Administration, Cultural Heritage Management, or a related field, or equivalent experience.
- **Experience:**
  - Minimum of two years in nonprofit or museum management.
  - Experience mentoring and coaching youth and young adults.
  - Proven ability to supervise staff, manage volunteers, and collaborate with a board of directors.
- **Skills:**
  - Strong leadership and organizational abilities.
  - Excellent interpersonal skills, communication skills and public relations/speaking
  - Passion for local history and heritage
  - Proficiency in office software, social media management, and digital tools for museum engagement.
  - Knowledge of French is an asset but not required.

## Employment Conditions

- Hours: Determined based on the candidate's skill set and capabilities. This is a salaried position.

- Museum Season (Mid-April to Mid-October): ~20 hours per week, including some weekends and evenings. On-site presence required in July & August, with remote flexibility during the shoulder seasons.
- Off-Season (Mid-October to Mid-April): ~4 hours per week, primarily remote.
- Compensation:
  - Salary: \$20,000–\$25,000 annually (corresponding with experience and skill level).
  - Performance-Based Bonus: Available for achieving key objectives.

## **How to Apply**

Interested candidates should submit a **résumé and cover letter** to HR Committee [spencervillemill@icloud.com](mailto:spencervillemill@icloud.com) by **February 20, 2026 at 4 p.m.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.