



Nestled in the heart of Manotick Village, Dickinson Square shares a remarkable past rooted in Canadian history and industrial ingenuity. Run by Watson's Mill Manotick Inc. (WMMI) Dickinson Square is comprised of 2 sites; Watson's Mill and Dickinson House. Built in 1860 along the shores of the Rideau River, Watson's Mill remains active as a water powered flour mill; Dickinson House, built in 1867, displays the heritage home of the past mill owners. Dickinson Square is the only industrial heritage site in Ottawa and explores the lives and work of the people who have called, and continue to call Manotick and Ottawa home.

As Dickinson Square's Finance & Development Manager (FDM) you will be joining a tight knit and collaborative team of cultural heritage professionals who report to and are guided by a dedicated volunteer Board of Directors. In your day-to-day work, you will support the mission of WMMI, assist in building visibility, and provide leadership and direction, as well as oversight of office operations. As the FDM you will also play the lead role in development and fundraising efforts, especially with regards to the expansion of Dickinson Square (i.e. coordinating a new strategic plan, advancing plans for new buildings on site and office renovations).

Position:	Finance & Development Manager
Type of Employment:	Full-time, permanent
Salary Range:	\$60,000 to \$65,000 commensurate with experience Benefits package provided after a three-month probationary period
Location:	Watson's Mill, 5524/5525 Dickinson Street, Manotick, Ontario
Hours:	Overall 37.5 hours per week, regular weekends and evenings required from May-October
Languages of Work:	English, plus reading, writing, and oral abilities in French an asset
Required:	Proof of vaccination against Covid-19 Police record check with the vulnerable sector Valid Ontario driver's license and access to a vehicle
Assets:	First Aid certification (WMMI will provide certification/re-certification)

Essential Duties & Responsibilities:

Financial Duties (40%)*

Working together with staff, this position will:

1. Prepare and administer WMMI's annual operating budget with direction from the Board of Directors
2. Oversee the preparation of the financial reports
3. Ensure proper procedures are followed while conducting day to day bookkeeping tasks
4. Coordinate WMMI's yearly audit
5. Lead the development and implementation of annual fundraising campaigns
6. Research, write and administer grant applications from public and private sources

7. Work with the staff and Board to identify needs for capital purchases, major renovations/restorations, leasing and expansion

Administration (30%)*

Working together with staff, this position will:

1. Ensure compliance with all City of Ottawa agreements and licenses
2. Coordinate WMMI's upcoming strategic plan renewal, provide oversight for the implementation of the strategic plan
3. Oversee the daily operations of WMMI's office environment
4. Plan the Annual General Meeting
5. Run WMMI's Membership and Volunteer Program, and oversee the Used Book Store
6. Supervise WMMI's gift shop inventory and profit margins
7. Assist with programming, events, collections and exhibition projects when required
8. Assist with general housekeeping and maintenance, as well as maintain the security of all buildings on site

Public Relations (20%)*

Working together with staff, this position will:

1. Represent WMMI at professional meetings and participate in other historical, community, civic, and trade organizations (BIA, etc.);
2. Promote the Museum to the general public through the media, as well as to other organizations, businesses, and government officials
3. Contribute to WMMI's website and social media presence, distribute electronic communications (Mailchimp)

Personnel (10%)*

Working together with staff, this position will:

1. Assist in updating organization policies (i.e. Health & Safety, Workplace Harassment, etc.)
2. Maintain job descriptions and documentation for key staff and volunteers
3. Assist with seasonal staff supervision when required
4. Other duties as assigned.

**Percentage breakdowns are approximate and subject to change*

Educational, Experience, and Skill Requirements:

-Post-secondary education in a discipline pertinent to the job function preferred (ie. Museum Studies, Public Relations, Public Administration, Business Administration, Arts Administration etc.)

-Experience in the areas of financial development and management including budget preparation, fundraising, and grant writing, as well as office administration

-Ability to work effectively with a Board of Directors, professional staff, volunteers, researchers, members of the community, other community-based organizations and various levels of government

-Experience in museum settings or appreciation for historical sites, regional/Canadian history

Potential candidates will have excellent interpersonal skills; will be enthusiastic & creative, have excellent communication & organizational skills, have experience working with the general public, be proficient in Microsoft Office Suite, be capable of working in a team with minimal supervision, and have a great sense of humour! You may even find yourself wearing hip waders in the water at some point.

Above all, candidates must be committed to supporting WMMI's values and ensuring a culture that champions equity, diversity and respectful workplaces. You are also nurturing an organizational culture that emphasizes innovation, continuous learning, collaboration, transparency and accountability while promoting a strong code of ethics.

Working Conditions:

Candidates will be required to work in a general office setting as well as in historic buildings that are not temperature regulated.

- Must be able to lift 20-50 lbs as needed (i.e. a bag of flour)
- Must be able to climb stairs
- Will be required work in environments where there is dust and flour in the air

The FDM will work weekends and evenings on a regular basis May-October.

Application Instructions:

Interested parties should send their cover letter and resume by **11:59pm on 30 January 2022** (Eastern Standard Time) to:

Ruth Mills
President, Board of Directors
Watson's Mill Manotick Inc.
president@watsonsmill.com

Call backs for interviews will be sent via email.

Applications will only be considered if sent through the process stated above.

WMMI thanks all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be held in-person at the Watson's Mill Manotick Inc. offices. Candidates must provide proof of vaccination no later than 24 hours before their interview. In addition to an in-person interview a written assessment may be required. Details regarding the written assessment will be sent with the offer of interview.

Watson's Mill Manotick Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. Please be aware that at this time Watson's Mill, Dickinson House and the WMMI Office are not fully accessible due to the physical limitations of the historic buildings.

Watson's Mill is not easily accessible by Ottawa Public Transit.

Watson's Mill Manotick Inc. Vision and Mission:

Our Vision: The industrial experience of the living social heritage of Dickinson Square

Our Mission: To create a social, cultural, and educational heritage experience for the enjoyment of the community and visitors by preserving and operating the 19th century building and its equipment as a working flour and feed mill.

For more information about Watson's Mill, please visit www.watsonsmill.com

For more information about Dickinson House, please visit www.dickinsonhouse.org

For more information about Manotick, please visit www.manotickvillage.com