



### About the Royal Aviation Museum of Western Canada

The Royal Aviation Museum of Western Canada (RAMWC) was established in 1974 by a small group of visionaries committed to preserving Canada's distinct aviation heritage. Today, with nearly 100 historic aircraft and more than 70,000 artifacts, texts and photographs, the Museum remains one of Canada's largest and most complete aviation heritage collections. The Museum is currently building a new state-of-the-art facility on the Winnipeg airport campus that is scheduled to open in early 2022 and will be a premier architectural attraction for the City of Winnipeg.

### Position Summary

We are seeking an accomplished, experienced administrator who is self-directed, adaptable, highly motivated and organized to provide executive-level support to the President & CEO. The successful incumbent will also:

- Perform administrative duties to ensure effective and efficient Museum office operations;
- Organize complex activities for the President & CEO, including scheduling appointments, meetings, and other engagements based on an understanding of prior commitments and priorities;
- Be the primary point of contact for board, sponsors, donors and business and community leaders;
- Prepare professional and high-quality correspondence, presentations, briefing materials, financial summaries and other documents for internal and external audiences;
- Prepare agendas, meeting packages, minutes for all Senior Leadership and Management team meetings;
- Provide support to the RAMWC Board of Directors and its committees;
- Administrate policies, budgets and initiatives in the areas of annual giving, major gifts and planned giving from individuals, corporations and foundations;
- Work with the Director of Development to provide support and coordination for the Capital Campaign, fundraising events and development activities;
- Support operational, analytical, fundraising and development initiatives within the Museum's key functions including Campaign Cabinet Committee, administration and communications; and
- Work with Director of Finance & Administration to support the hiring and onboarding of new staff.

### Selection Criteria includes:

- 5+ years of experience as a senior administrator;
- Post-secondary diploma or degree in related or relevant program;
- Advanced writing and editing skills required;
- Experience with eTapestry or related fundraising or CRM management software;
- Experience in the philanthropic or non-profit sector with a Board preferred;
- Advanced-level skills in Outlook, Word, PowerPoint and Excel required and experience with desktop design software such as Adobe InDesign would be an asset;
- Project and corporate event planning, oversight and logistical monitoring experience is essential to this role;
- Strong communication skills and demonstrated ability to work discretely and collaborate with others;
- Willing to work occasional evenings, early mornings and limited weekends to support Board, committee, donor and related activities in a flex time environment; and
- Exceptionally organized and detail oriented, strong financial acumen, adaptable, accountable and collaborative.



**To apply, send resume and cover letter to [Barbara@harrisleadership.com](mailto:Barbara@harrisleadership.com) quoting Project #30121.**