



# Job Posting - Interim Executive Director

## **SALARY, HOURS, BENEFITS, and DURATION**

- **Salary** - up to \$80k
- **Benefits** - 12.5% of salary in lieu of benefits
- **Hours** - 35 per week
- **Duration** - 1 year contract (with potential for extension)

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## **HIRING PROCESS and APPLICATION INSTRUCTIONS**

The Hamilton Waterfront Trust's (HWT) Hiring Committee will review all applications and offer interviews to selected candidates.

All applicants will be provided with a response to their application on or after May 1 but some applicants may be contacted sooner.

All interviews will be conducted from Monday, May 1 through Sunday, May 7, with an expected start date as soon as possible.

The HWT is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes without discrimination. The HWT will provide accommodation for applicants in all aspects of the hiring process.

**To submit your application please email HWT Board Chair Cameron Kroetsch at [Cameron.Kroetsch@hamilton.ca](mailto:Cameron.Kroetsch@hamilton.ca) with a cover letter and resume together in a single PDF before Monday, May 1. Please also contact the Chair if you have an accommodation request.**

## SUMMARY OF DUTIES

The **Interim Executive Director** will report directly to the HWT Board of Trustees. The Interim ED will be responsible for achieving overall goals and will oversee the daily operations of the Hamilton Waterfront Trust including all business units.

The successful applicant will ultimately be responsible to –

- problem solve, plan, lead, and ensure the execution of all operations; and
- support individuals within the management team to deliver a high quality of service and an exceptional atmosphere for guests and visitors to the Hamilton's waterfront.

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## GENERAL DUTIES

- Direct and manage the general administration of the HWT
- Develop goals and objectives in consultation with the Board of Trustees
- Organize regular Board of Trustees meetings and prepare agendas
- Provide updates on progress and barriers within the business units to the Board
- Develop operating budgets for approval of the Board along with regular progress updates in consultation with the HWT's accountant
- Oversee financial records
- Oversee procedures for procurement, engaging contract staff and consultants
- Establish priorities and prepare work schedules
- Draft all correspondence, applications, briefs and press releases with the support of the Board
- Liaise with municipal, Provincial or Federal staff and outside agencies associated with the HWT projects from a funding, partnering or approval perspective
- Liaise with legal counsel and accountants retained by the HWT
- Oversee the business units of the HWT including Williams Fresh Café, Hamiltonian Tour Boat, Waterfront Trolley, Waterfront Scoops, Waterfront Grill, Outdoor Rink Operation, Skate Rental Concession, and Waterfront Wheels
- Develop methods, set goals and to implement budgeting and forecasting of each operation
- Oversee the Operation and Maintenance of the Waterfront Outdoor Rink (Service Agreement)
- Establish and maintain an office for the HWT and consistently ensure that all company policies and procedures are followed by all members of the Management Team

- Responsible to ensure store cash control and banking policies are executed
  - Follow up with the Managers to ensure the Joint Health and Safety committee are addressing all safety concerns within all entities operated by the HWT
  - Responsible for organizing Special Events at Pier 8 and all Special Event Programming utilizing the Waterfront Outdoor Rink and Pier 8 grounds
  - Other duties as required
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## **QUALIFICATIONS**

- University degree, College diploma, or previous related experience performing the described duties
- Hospitality Management experience preferred
- Must excel at delegating tasks and should demonstrate exceptional communication skills
- Excellent organizational and leadership abilities
- Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations, including WHMIS legislation
- Demonstrated ability to deal with the public and staff in a tactful and courteous manner
- Must be proficient in MS Office (Outlook, Word, Excel, PowerPoint)
- 5-10 years working experience