



NATIONAL
GALLERY
OF CANADA
FOUNDATION

FONDATION
DU MUSÉE
DES BEAUX-ARTS
DU CANADA

Executive Assistant and Board of Directors Liaison

About Us

The National Gallery of Canada Foundation is a non-profit registered charity that cultivates private support in Canada and abroad for the benefit of the National Gallery of Canada. The NGC Foundation enjoys an active engagement with its donors, whose exemplary generosity has fostered the preservation, display, and understanding of a world-class collection of visual art. We are a small, energetic and creative team focused on the delivery of superb donor programs.

Position Overview

Under the supervision of the NGC Foundation Executive Director, the Executive Assistant and Board Liaison will direct, plan, organize and coordinate the administrative functions of the office in accordance with policies and objectives established by the Executive Director and Board of Directors. This role requires exceptional organizational skills, and the ability to navigate competing priorities seamlessly. To excel, you must be detail-oriented with exceptional communication skills, and will conduct your work with a high degree of professional integrity, tact and discretion. Our ideal candidate will have solid experience in Board management and in the Not-for-Profit sector.

Key Responsibilities

Support to the Executive Director:

- Coordinate the meeting and travel schedule of the Executive Director.
- Develop and compile meeting materials, prepare presentations, and take minutes when required.
- Draft, proofread and format documentation and correspondence for the Executive Director's signature to ensure content quality and accuracy.
- Manage travel arrangements and complete travel claims for the Executive Director.
- Coordinate mailings to the Foundation's distribution list.
- Track meetings and correspondence with donors, prospect donors, and key contacts.
- Provide overall administrative support and liaise with NGC departments and contractors for other communication tools, research, and special projects.

Support to the National Gallery of Canada Foundation Board of Directors:

- Act as the liaison to the Board of Directors and related committees.
- Administer a variety of functions for the Board including document control/management, review and analysis, preparation of information for board members, and coordination of board projects and board appointment activities.
- Apply a consistently high standard of accurate, timely distribution of information.
- Efficiently coordinate all board and committee meetings.
- Attend and record all meetings of the Board and committees to ensure they are conducted in accordance with relevant governance standards.
- Manage all meeting logistics, including developing board and committee work plans and calendars, timely preparation and distribution of agendas, notifications, and advance reading material.
- Serve as a recording secretary for all board and committee meetings and prepare and maintain minutes, bylaws, policies, and other public and confidential documents of the board and its committees in a timely manner.
- Draft communications to the Board on behalf of the Executive Director.



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Key Qualifications

- Post-secondary school degree, diploma or certificate in a related field or an acceptable combination of education, experience and training.
- 5+ years of progressively complex senior administrative roles at the executive level including specialized knowledge of governance procedures.
- Superb organization abilities, time management and planning skills.
- Bilingualism (French and English) strongly preferred.
- Demonstrated ability to interact comfortably, tactfully and effectively with donors as well as internal and external stakeholders.
- Excellent verbal and written communication skills.
- High degree of tact and diplomacy.
- Expert knowledge of Windows applications (Excel, Word, Power Point, Outlook).
- Expert knowledge of virtual meeting applications (Zoom, Teams, Webex).
- Familiarity with the non-profit sector and fundraising practices an asset.
- Knowledge of Blackbaud's Raiser's Edge a strong asset.
- Ability to manage multiple tasks, work well under pressure.
- Ability to work independently and as a team member.
- Superlative attention to detail.
- Experienced in handling sensitive and confidential situations directly.
- Knowledge of the arts sector; passion and understanding of the importance of the arts in Canada preferred.

Conditions of Employment

Secret Security Clearance is a requirement – this factor is not used at the pre-selection stage. Eligibility to work in Canada is mandatory. In accordance with the National Gallery of Canada's policy, all staff and visitors to the building must be fully vaccinated.

The National Gallery of Canada Foundation offers an excellent compensation and benefits package, which includes Health and Dental Benefits, Optional Savings Account (TFSA or Group RRSP), Optional Critical Illness and Core Life, AD&D and LTD Insurance, with options.

We thank all applicants for their interest; however only those to be interviewed will be contacted.

Please email your resume to Lindsey Thomsen, Head of Stewardship and Events
lthomsen@ngcfoundation.ca