



OPPORTUNITY PROFILE
Board Director(s)



About Heritage Calgary

<https://www.heritagecalgary.ca/>

Heritage Calgary is a charitable Civic Partner of The City of Calgary focused on the research, education, and preservation of our shared heritage in Calgary. We believe heritage is a dynamic process by which identity is experienced, interpreted, and represented and take pride in working with Calgarians to honour the fabric that we are all a part of.

The mandate of Heritage Calgary:

- Advise Council on all matters relating to Calgary’s heritage resources.
- Evaluate potential historic sites.
- Maintain Calgary’s inventory of evaluated historic resources.
- Promote public awareness of our shared heritage.

Heritage Calgary is committed to building and sustaining an inclusive work environment — one that welcomes, supports, respects and values individuals for their unique experiences, perspectives, talents and contributions. Heritage Calgary’s definition of diversity includes anything that makes us unique, including visible characteristics such as gender expression or race as well as non-visible ones like diversity of thought and gender identity. Inclusion is enabling these diverse forces and talent in an environment where the richness of ideas, background and perspectives are cultivated to create organizational value and achieve outstanding results.

Heritage Calgary acknowledges the traditional territories of the people of the Treaty 7 region in Southern Alberta. This includes: the Siksika, Piikani, and Kainai First Nations collectively known as the Blackfoot Confederacy, along with the Blackfeet in Montana; the Îethka Nakoda Wîcastabi (Stoney Nakoda) First Nations, comprised of the Chiniki, Bearspaw, and Wesley First Nations; and the Tsuut’ina First Nation. The City of Calgary is also home to the Otipemisiwak Métis Government of the Métis Nation within Alberta Districts 5 and 6. We acknowledge all Indigenous urban Calgarians, First Nations, Inuit, and Métis who have made Calgary their home.



The Opportunity: Board Directors (3)

Heritage Calgary is seeking three passionate Directors to join its Board of Directors.

As a Board Director, you'll work closely with the Executive Director and fellow Board members to provide thoughtful governance, shape strategic direction, and help steward an organization that plays a meaningful role in preserving Calgary's history and heritage.

Board Director terms are three years, with a maximum of three consecutive terms. In addition to attending quarterly board meetings, Directors are also required to participate in committee meetings, attend events, and serve as ambassadors for Heritage Calgary in the community. The expected time commitment is approximately twelve hours per quarter.

Committees

Directors are expected to serve on one of the following committees:

- **Audit & Finance** oversees financial reporting, internal controls, and accounting policies, and works closely with the Executive Director on budgeting and financial oversight.
- **Governance & HR** guides the overall governance framework of the organization and supports the Executive Director on human resource matters.
- **Strategy** tracks progress against the strategic plan, stewards external relationships including government and community partners, and monitors organizational risk.



The Person

Heritage Calgary is looking for Board Members who believe that Calgary's heritage is a richly woven fabric — the sites, structures, landscapes, and stories of everyone who calls this city home.

To be successful in this role, you bring a high level of personal integrity, are respected by your peers, and have a proven track record in your field.

We're looking for people who are engaged, curious, and ready to contribute — individuals who bring energy to the table and care about building a Board culture where good work gets done and the organization can thrive for the long term.

The successful Board Members will be authentic, strong communicators with the ability to build consensus and foster respectful, collaborative discussion. We welcome candidates with prior board or committee experience — whether in the nonprofit, charitable, private, or public sector — as well as those stepping into board service for the first time. If you're newer to governance, a genuine curiosity about how boards work and a willingness to learn are warmly welcomed.

All candidates must be an Elector resident within the City of Calgary (i.e., eligible to vote in municipal elections). Heritage Calgary encourages applications from candidates of all backgrounds and is committed to reflecting the diverse communities it serves.

Based on the Board's most recent Skills Matrix review for upcoming Board appointments, preference will be given to candidates meeting the following criteria:



Government Relations

- Experienced in government relations, with a track record of building trusted partnerships at the municipal and provincial levels. Skilled in policy development, stakeholder engagement, and navigating complex regulatory environments. An understanding of — and commitment to — advancing reconciliation is essential. Familiarity with Calgary's municipal government structure is a strong asset.

Strategy

- A seasoned senior or executive leader with a strong track record in organizational governance and strategic planning. This individual understands the unique challenges and opportunities facing charitable organizations and is skilled at building internal capacity and supporting an executive team to deliver on a long-term vision.

Audit & Finance

- A CPA designation is required for this role, along with demonstrated experience in nonprofit financial management — including budgeting, internal controls, and financial statement analysis. Familiarity with the unique reporting and compliance requirements of charitable and nonprofit organizations is a strong asset.

Community & Civic Leadership

- Recognized as a civic builder within their community or sector, this individual understands the major projects and direction shaping Calgary. They bring a strategic perspective, a passion for advancing Heritage Calgary's long-term plan, and the ability to open doors to new audiences, communities, and partnerships.

Application Process

If you would like to contribute to the future vision and mission of Heritage Calgary, then we want to hear from you. To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **John Dugdale** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com

Leaders International Executive Search specializes in the recruitment of Board Directors, leadership succession and executive-level positions.