EXECUTIVE DIRECTOR

Title:	Executive Director
Updated:	July 8, 2016
Reports to:	Board of Directors
Time Commitment:	Full-time, 36.25 hr./wk.
Compensation:	$40, 000-$45, 000- commensurate with experience
Contract Term:	2 years, contingent upon available funding
Vacation:	15 days (5 days for Christmas holiday closure plus 10 additional days)
Sick Days:	6 days/year, cannot be carried over year to year
Benefits:	Blue Cross Health Insurance* *(pending Board of Directors' acceptance)*

Position Description

JOB PURPOSE

To provide day-to-day effective, efficient operation of the organization, and to meet strategic goals and objectives of Charlotte Street Arts Centre both as a building manager and as a liaison with the arts community and the public.

SUMMARY

The Executive Director oversees all aspects of the organization's operations which will include; strategic planning, governance, finances, budgeting, grant-writing, fundraising, public relations, human resources and staff management, facility management, project management, program delivery and community development.

PRIMARY DUTIES & RESPONSIBILITIES

In collaboration with the Board of Directors, staff and volunteers, the Executive Director performs a range of duties including:

GOVERNANCE

- Articulate governance policy needs and provide direction to the Board;
- Consult with the Board to prioritize and prepare policies and procedures;
- Consult with Board to identify strategic projects and articulate strategic projects to organizational staff;

- Consult with Board regarding short and long term project planning;
- Develop and communicate organization's strategic goals, objectives and activities, timelines and accountabilities to Board of Directors;
- Delegate authority, accountability and responsibility to organizational staff;

FINANCIAL BUDGETING

- Operate the organization within the approved budget;
- Identify and disseminate specific financial objectives and timeframes to present to the Board of Directors;
- Implement financial management systems to ensure maximum efficiency and effectiveness;
- Articulate and incorporate policies and procedures that govern all aspects of the organization's financial management into the organization's policy and procedure manual;
- Implement, document and maintain current and adequate financial management policies, procedures consistent with the organization's mission and values, as well as legislative, regulative and funder requirements;
- Ensure that annual external audits are conducted commenting on the Centre's financial management practices and their consistency with generally accepted accounting practices;
- Conduct periodic reviews of all financial systems, take appropriate action consistent with legislation, regulation and funder requirements.

FUNDRAISING & FUND DEVELOPMENT

- Initiate and implement fundraising activities articulated by the Board of Directors;
- Prepare fund development strategy as articulated by the Board of Directors, including definition of the role of the Fund Development Committee;
- Oversee the preparation of the Fund Development Committee's annual plan and participate in committee meetings;
- Oversee Fund Developer's production of capital and annual giving fund development materials, in conjunction with the Board of Directors, Fund Development Committee and capital campaign leadership.
- Ensure research, preparation, coordination and review of all funding submissions to government, foundation, corporations and other bodies as appropriate;
- Prepare grant applications for operating and project funding;
- Ensure in-house fundraising activities and tools meet work plan deadlines, including tracking system with current data in CADAC website;
- Oversee research, preparation, coordination and review of all capital funding submissions to government, foundation, corporations and other bodies as appropriate;

CAPITAL CAMPAIGN

- Work with the Board of Directors to identify a leadership team from within the Board of Directors and the broader community for the Fund Development Committee and the capital campaign;
- Assist Fund Developer with capital campaign fundraising;
- Assist Events and Marketing Coordinator in organizing an Accessibility Campaign launch;

PUBLIC RELATIONS

- Oversee the production of all promotional materials, including newsletters, public service announcements, posters, brochures, programmes, etc.
- Act as a liaison with current and potential funders, donors, alumni, tenants, the general public and supporters through participation on committees, attending functions and public speaking;
- Acts as spokesperson for Centre to the community at large, including stakeholders, media and government in conjunction with the Board President.

HUMAN RESOURCE AND STAFF MANAGEMENT

- Initiate and implement a human resource structure that supports the delivery of the organization's goals and objectives;
- Prepare job descriptions and staff contracts and ensure the recruitment and development of competent staff, in collaboration with the HR Committee;
- Ensure that staff is utilized effectively, well trained, supported and has the opportunities to operate with high job satisfaction and at optimal performance levels;
- Monitor, measure and evaluate staff performance, in collaboration with the HR Committee where appropriate;
- Develop short and long term development work plans with staff;
- Guide and develop a high performance team;
- Ensure that job criteria and descriptions accurately reflect present duties and responsibilities;
- Ensure that personnel documentation and records are adequate, current and confidential;
- Promote good communication amongst staff and between the Board of Directors, by consultative and collaborative teamwork and according to organizational policies;
- Implement, document and maintain current and adequate human resource management policies and procedures consistent with the Centre's mission and values, as well as legislative and regulative requirements, in consultation with the HR Committee and Board of Directors;
- Ensure an effective volunteer management system is in place.
- Facilitate weekly staff meetings;

FACILITY MANAGEMENT

- Act as a liaison between the Board of Directors and tenants;
- Respond to tenant complaints, enquiries and service requests;
- Ensure implementation of effective booking system, policies and procedures;
- Develop annual tenancy occupancy plan in collaboration with the Board of Directors and Building Committee;
- Develop capital project plan for the building, including cost projections and schedule, in collaboration with the Building Committee;
- Oversee effective and cost-efficient maintenance and operations of the CSAC facility;
- Oversee execution of the Accessibility Expansion Project , in collaboration with the Building Committee.

PROGRAM SUPPORT

- Identify specific planning objectives and timeframes in collaboration with the Program Coordinator;
- Ensure that the service and program plans, goals and objectives meet community/client needs and funders' requirements, in collaboration with the Program Coordinator;
- Ensure goals and objectives are measurable, achievable and supported by accurate and complete documentation, in collaboration with the Program Coordinator;
- Ensure that policies and procedures governing all aspects of the program delivery are current, adequate and available for comprehensive program management and decision-making;
- Systematically review program goals and objectives with the Program Coordinator to ensure achievement;
- Distribute the Program Coordinator's reports to the Board of Directors.

COMMUNITY DEVELOPMENT

- Establish and maintain community networks to facilitate fulfillment of the organizations strategic goals;
- Foster relationships with potential funding and strategic partners to advance fundraising efforts;
- Specify goals and delegate accountability and responsibility for community relations initiatives to the Board of Directors and CSAC staff;

- Initiate and implement a comprehensive approach to service and program delivery, advocacy and public relations in partnership with other relevant community organizations;
- Develop and maintain a community resource network;
- Seek regular input, collaboration, cooperation and support from community groups delivering similar services;

QUALIFICATIONS

EDUCATION

Undergraduate degree, with preference to fine arts, social sciences, business administration or equivalent.

COMPETENCIES & SKILLS

- Excellent interactive communication – both written and oral, including diplomacy and clarity
- Advanced grant-writing skills and experience in writing
- Advanced presentation skills, and knowledge of group facilitation techniques
- Advanced planning and organizing skills: set priorities, develop a work schedule, manage time effectively, monitor progress towards goals, and track details, data, information and activities
- Advanced knowledge of the arts and culture sector and programming
- Advanced project management skills
- Relationship/network building – proactively build relationships and networks that meet specific program needs, including within corporate and non-profit sectors
- Client service orientation – a genuine desire to help or serve others in a non-judgmental atmosphere
- Flexibility – accepts need for flexibility and adapts to change
- Initiative – a self-starter who thinks ahead to act on future needs and opportunities
- Leadership skills – able to inspire staff and Board to hold and work within the mission, vision and values of the organization
- Teamwork skills – able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Problem–solving skills - assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve problem
- Confidence in decision-making
- Self-direction, multi-tasking and stress management skills
- Ability to use MS Office technology and applications, or equivalent
- Ability to use cloud and Google Drive applications

EXPERIENCE

- Minimum five years previous experience in a management capacity for a non-profit organization with responsibility for strategic planning, finances, policy and process development and implementation, and fundraising
- Previous experience providing support to a Board of Directors
- Demonstrated commitment to the arts
- Experience working collaboratively with staff, volunteers, and diverse stakeholders
- Sensitivity to the impact and role of society in issues related to poverty, aboriginal and multi-cultural experiences, sexuality and gender identification, addictions and health (the social determinants of health), violence, etc.
- Working knowledge of relevant community resources
- Experience in the non-profit sector and community development
- Experience working independently
- Supervisory experience

WORKING CONDITIONS

- A positive, team-based office environment including cloud-based collaboration
- A results-oriented work space that includes flexible working hours, as required
- Provision of necessary office equipment such as a work station equipped with a computer, access to phone and Internet connection