

# **JOB DESCRIPTION**

## **Executive Director**

Full time (35 hours per week)

50,000\$ - 60,000\$ per year

Permanent position

Benefits: flexible schedule; potential for hybrid remote work; comp tickets

### **Summary**

Reporting to the Board of Directors, the Executive Director is a leader with a firm grasp of policy, planning, and effective management. The Executive Director is responsible for the operations of the organization, managing the staff and staff roles, overseeing the KAC's programs and services, and managing finances, including seeking and securing private and public revenues. The Executive Director develops a responsive, innovative annual program plan and effective community engagement that aligns with the strategic plan. With oversight from the Board, the Executive Director develops the strategic plan and organizational goals, acts as a spokesperson for the KAC, and represents the organization's values in the community. The Executive Director ensures the organization is a connected, vital part of Kingston's arts and culture sector.

The Executive Director has a proven record of leadership, collaboration, and community building, as well as strong communication and financial management skills. The position requires a detail-oriented, goal-driven individual with experience in project management, program development, and community engagement.

### **Duties and Responsibilities**

#### *Leadership and Strategic Planning*

- Work with Board to develop vision and strategic plan to guide the organization;
- Foster effective teamwork between all aspects of the organization and provide centralized leadership for Board, staff, and volunteers;
- Act as a spokesperson for the organization;
- Conduct official correspondence on behalf of the organization as appropriate;
- Represent the organization at community activities to enhance organization's community profile;
- Identify and manage risk for the organization;
- Leading strategic planning and annual review of programs including:
  - Creation of public-facing and internal consultation plans, including facilitating stakeholder consultation and analyzing feedback to identify action items ;
  - Working with external consultants as appropriate/applicable;
  - Leading annual review of the City of Kingston Arts Fund and the negotiation of the Service Level Agreement with the City of Kingston; and
- Setting new outreach targets and identifying areas of organizational growth.

#### *Human Resources and Management*

- Determine staff requirements for operations and program delivery;
- Implement HR policies, procedures, practices, including job descriptions;
- Establish positive and safe work environment in compliance with regulations;
- Recruit, interview, and select qualified staff; ensure all staff receive orientation, are properly trained and prepared for their roles and coach and provide mentorship when appropriate;
- Implement performance management process for all staff including monitoring staff and conducting annual performance review;
- Discipline staff when necessary in compliance with organizational policy;
- Providing feedback and approvals on draft work, including input on public messaging and ensuring actions/projects adhere to policy; and
- Acting as a resource on regulations, organizational policy.

### *Operations*

- Develop an operational plan incorporating goals and objectives from organization's strategic plan;
- Oversee day-to-day operation and ensure expectations of stakeholders are met;
- Draft policy for the approval of the Board and prepare procedures to implement the organizational policies; review existing policy annually;
- Ensure that all organizational information is stored securely and confidentiality is maintained;
- Oversee the planning, implementation, and evaluation of programs and services, including:
  - Designing an annual program plan based on strategic goals;
  - Creating and tracking deliverables for programs and services;
  - Managing staff for programs and services by assigning tasks and supervising outcomes;
- Oversee the planning, implementation, and evaluation of the grants programs, including:
  - Drafting revisions to the Plan for Administration for CKAF and presenting changes for amendment and approval;
  - Supervising staff in the implementation of grants programs;
  - Providing final approval and eligibility decisions for applicants;
  - Providing feedback to applicants upon request; and
- Maintaining communications with partners, sponsors, and funders regarding programs and services.

### *Board*

- With Board Chair, establish a strong Board and a strong working relationship between Board and staff;
- Engage and draw from the Board for strategic insights, leverage their expertise and skills for meaningful contribution to organization and support to staff and operations;
- Apprise the Board on a timely basis about opportunities and challenges for the organization; identify, assess, inform the Board of internal and external critical issues;

- Provide reporting to the Board and support the Chair in preparing meeting agendas; and
- Act as an Ex-Officio in Board meetings.

#### *Stakeholders and Advocacy*

- Communicate with stakeholders to keep them informed of the organization's works and identify the needs and priorities of the community served;
- Establish good working relationships with community groups, funders, and other organizations to achieve goals and maintain positive communications;
- Regularly interact with government at municipal, regional, provincial level;
- Track government policy, funding, regulation changes; and
- Lead advocacy work that is aligned with organization's strategic priorities.

#### *Financial Management*

- Define targeted financial plans and ensure they are implemented as assessed;
- Pro-actively engage with prospective donors, bequests, and annual giving initiatives;
- Pro-actively seek public funding through grants;
- Act as a champion for the development of best practices and new initiatives to contribute to increasing funds available;
- Ensure organization proceeds on budget, maintaining organization's financial records;
- Facilitating communication with bookkeeper, updating Board on relevant financial information, work with Treasurer to ensure transparency; and
- Ensure the organization carries adequate insurance coverage.

The above responsibilities address the key duties of the position; additional duties may be temporarily assigned.

#### **Work Environment**

This position may include work from the employee's location (home or alternate worksite) in addition to the KAC office. The position will involve long hours sitting or standing at a computer. The position will involve some evening/weekend work.

#### **Qualifications**

The successful candidate will have the following qualifications:

#### *Experience*

- Bachelor's degree or three-year college diploma in relevant field;
- Formal training and/or successful experience in arts leadership role with financial management component; and
- At least 3 years experience in a senior administration of a non-profit or comparable organization, preferably in a public-facing position.

Consideration will be given to an equivalent combination of education and experience.

#### *Knowledge and Skills*

- Experience in a leadership position, providing direction and management to staff and volunteers;
- Understanding of and sensitivity to equity principles in the arts and culture sector;
- Experience with fiscal management, including developing a financial strategy, maintaining accountability for financial and statistical records;
- Ability to set goals and measure outcomes, reporting to stakeholders on the results of programs and services;
- Experience with advocacy and acting as an ambassador to the community;
- Superior interpersonal and communication skills, with high level of customer service and conflict resolution experience;
- Experience activating community through developing outreach and engagement strategies;
- Proficiency with common office computer programs and software, including Microsoft Office suite, Gmail and Google Drive, Adobe, Zoom, Canva;
- Strong project and time management skills with ability to prioritize organizational goals; and
- Ability to build and maintain strong partnerships at various levels of government and in the community.

#### *Assets*

- Demonstrated knowledge of the arts and culture sector, particularly the Kingston region, and an appreciation of the diverse arts community; and
- Ability to work independently in a flexible, dynamic team environment.

**Please submit applications to [board@artskingston.ca](mailto:board@artskingston.ca) and include "Executive Director application" in the subject line. Accepting applications until 9 January 2023.**