



JOB POSTING: EXECUTIVE DIRECTOR

The North Vancouver Community Arts Council (North Van Arts) is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong and healthy communities through the arts. We are a vibrant and dynamic organization of over 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

ROLE OVERVIEW

Reporting to the Executive Committee of the Board of Directors, the Executive Director (ED) is the strategic and operational leader of North Van Arts and is responsible for managing all aspects of the organization's internal operations and outward facing activities, ensuring the organization remains aligned with the organization's mandate and strategic priorities. As spokesperson and steward for the organization, the ED facilitates key stakeholder, government, donor, and grantee relationships to strengthen partnerships, opportunities, and community impact, maintaining a strong, sustainable, and relevant organization. The ED also oversees day to day operations, including fundraising, human resources, financial management, programme oversight and development, and administrative and facilities management.

RESPONSIBILITIES

The Executive Director responsibilities include, but are not limited to the following areas:

STRATEGIC AND COMMUNITY LEADERSHIP

- Strategic Planning
- Board Support and Governance
- Community Leadership and Engagement

FUNDRAISING

- Fundraising and Development

OPERATIONAL LEADERSHIP

- Human Resources
- Financial Management
- Programme Oversight and Development
- Administrative and Facilities Management

QUALIFICATIONS AND COMPETENCIES:

- **Education and Experience**
 - Minimum five years of experience as a senior manager or executive director in the non-profit cultural sector;
 - Experience managing multi-faced budgets over \$1M;
 - Significant experience reporting to and working with a Board of Directors;
 - Experience working with a large base of volunteers;
 - University education in a related field or an equivalent combination of education and experience;

- Strong knowledge of the North Shore arts and culture sector would be an asset;
- Experience working with First Nations and diverse communities an asset;
- Strong computer skills and experience with Office 365
- Must have a valid driver's license and full access to a reliable vehicle.
- **Competencies**
 - Financially savvy and politically astute leadership skills;
 - Ability to set clear priorities, delegate, and guide investment in people and systems;
 - Strong people management skills, including recruiting and retaining a diverse team, supporting staff professional development, and collaborating, mentoring, and empowering staff;
 - Excellent relationship building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders, and ability to expand the demographic and geographical scope of external stakeholders;
 - Strong analytic, organization, and problem-solving skills, which support and enable sound decision making;
 - Strong change management skills and ability to help grow an organization;
 - Outstanding presentation and communication skills and the ability to be an outgoing spokesperson, relationship builder, and fundraiser;
 - Superior written and oral communication skills.

WORKING CONDITIONS

The Executive Director is a part-time permanent position, which reports to the Board of Directors through the Board Chair and Executive Committee and oversees all staff members and contractors working with North Van Arts.

This is an in-office position managing staff and facilities with options for remote work from time to time, considering staffing levels at the office and gallery space.

The standard work week is 30 hours with occasional additional hours in the evening & weekend hours as needed.

REMUNERATION:

30 hours per week, \$60,000-68,000 range, dependent on experience + extended health plan (after 3 months). Salary review following 6 month probation.

APPLICATION DEADLINE: February 11 2024

START DATE: ASAP

Please submit resume and cover letter to:

NVCAC Executive Director Search Committee, jointheteam@northvanarts.ca

Our space:

North Van Arts aims to be a safer space for those engaging with us, including all staff. We encourage applications from members of groups who are underrepresented in our community, including, but not limited to: members of the BIPOC community; members of the 2SLGBTQIA+ community; persons with visible and/or invisible disabilities; members of groups who experience discrimination due to race, gender, ancestry, religion, or place of origin.