

POSITION DESCRIPTION

Approved by the Board of Directors:

JOB TITLE:	Executive Director
STATUS:	Full-Time, Salaried (Current: \$41,000/year)
REPORTS TO:	CAHEP Board of Directors

SUMMARY:

In collaboration with the Board of Directors, the Executive Director is responsible for the successful leadership and administrative, financial and human resources management of the organization according to the strategic direction set by the Board of Directors.

ABOUT CAHEP:

CAHEP is a growing arts education organization located in Thunder Bay, Ontario. We know firsthand that arts have an incredible power to make positive change in the community, and in the lives of individuals. Working together with local professional artists, we bring multidisciplinary arts programs to schools, community groups, neighbourhood organizations, and social service agencies, engaging thousands of children, youth, families, and seniors each year.

CAHEP programs are free to participants, and are rooted in the ideas and stories shared by community members. From creating giant masks, to facilitating neighbourhood arts parades, to running youth-led hip hop projects, our staff and artists are passionate about bringing opportunities that empower, engage, and inspire the community.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- Collaborate with the Board of Directors and staff in developing a vision and strategic plan to guide the organization
- Identify internal and external concerns that will impact the organization; inform the Board of Directors when necessary
- Advise the Board of Directors on all aspects of the organization's activities
- Nurture effective collaboration amongst all staff, artists, volunteers, and board members
- Act as the primary spokesperson for the organization and represent CAHEP at community activities to grow community awareness and understanding

Operational Planning and Management

- Develop an annual operational plan that aligns with the goals of the Strategic Plan
- Ensure that the operation of CAHEP meets the needs of our partners, the community, the Board, and our funders
- Oversee the efficient and effective day-to-day operation of the organization
- Review existing policies on an annual basis and recommend changes to the Board
- Ensure that files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and supporting materials

Financial Planning and Management

- Work with staff and the Board to prepare a comprehensive budget
- Secure adequate operating and program funding for the organization
- Research funding sources and write funding proposals to ensure the financial health of the organization; participate in grant reviews and prepare funding reports
- Collaboratively develop and participate in fundraising activities as needed
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Ensure that the organization complies with all legislation pertaining to financial matters including taxation, charitable tax status, etc.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs
- Develop programs that are collaborative, artist-led, and responsive to the needs of the community
- Ensure the high quality of CAHEP's programming and resources
- Ensure that the programs and services offered by the organization contribute to the organization's mandate and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery
- Implement a volunteer recruitment, training and evaluation program for the organization

- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that will best fit the organization
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis
- Coach and mentor staff as appropriate to improve performance

Community Relations & Outreach

- Communicate with partners to inform them of the work of the organization
 - Update the CAHEP website to ensure it reflects the current programs within the organization
 - Promote CAHEP programs through web and social media, ensuring that confidentiality of participants is respected at all times
 - Document and evaluate the impacts of our programs (through photo, video, surveys, etc.)
 - Develop and maintain professional liaison and effective collaborative relationships with all levels of government, government funding agencies, the arts community, school boards, corporate and individual donors, the Board of Directors, CAHEP Volunteers, and the public
 - Ensure that a positive image of the organization is maintained at all times
 - Be a positive ambassador for arts education
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QUALIFICATIONS

Education

- Experience focusing on an arts discipline or in arts education

Knowledge, Skills and Abilities

- Strong arts, arts education, and community-engaged arts knowledge
- Experience in a leadership position; knowledge management principles in a non-profit context
- Knowledge of federal and provincial legislation applicable to non-profit and charitable sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of human resources management, financial management, and project management. Familiarity with CADAC is an asset.

- Knowledge of local, provincial, and national funding opportunities; experience with grant writing and reporting.

Our Ideal Candidate is:

- **Adaptable:** Embrace flexibility and versatility, while working in an evolving organization.
- **A Strong Collaborator:** Cultivate and nurture positive working relationships, both internally and externally, to meet both the needs of the organization and the community. Work with others to set goals, address challenges, and make decisions that will contribute to CAHEP's sustainable growth.
- **An Effective Communicator:** Convey ideas and information clearly in writing and verbally. Respectfully facilitate meetings and programs in a way that makes space for people share ideas and stories, and feel empowered and connected.
- **An Innovative Thinker:** Develop new ways to improve CAHEP, communicate its impact to the community, and create new, responsive opportunities.
- **An Inspiring Leader:** Ignite passion in staff, artists, and volunteers to help achieve the goals of the organization.
- **A Strategic & Responsive Planner:** Assess opportunities and challenges within schools and the community, and develop programs in response. Ensure the needs and interests of participants and the community are at the heart of programs that are created and managed.
- **A Compelling Storyteller:** Find innovative ways to share the impact of CAHEP and its programs to nurture greater support of the organization.
- **A Strong Decision-Maker:** Assess situations to determine priorities and make clear, timely decisions that meet the needs of CAHEP.
- **An Independent Worker:** Set priorities, develop an effective work schedule, monitor progress toward goals, track details, data, information, and activities.

WORKING CONDITIONS

- The Executive Director works in an office environment, but programming and meetings often take place within the community. A valid driver's licence and own vehicle is recommended.
- An up to date Police Records Check with Vulnerable Sector Screening is required.
- The Executive Director works a standard work week, but additionally will often work evenings, weekends, and overtime hours to accommodate activities such as Board meetings, community programming, and representing the organization at public events. On occasion, out of town travel is required.