



Job Description Executive Director

Position Type: Full-time permanent **Start Date:** April 2018
Job Region: Toronto (Head office at Yorkdale Shopping Mall)
Application Deadline: February 28, 2018 (resumes reviewed as they are submitted)

Art Starts creates vibrant Toronto neighbourhoods through community-building arts initiatives. We inspire long-term social change by using the arts to engage residents, collectively work to overcome challenges and create a shared sense of identity. Our collaborative approach to art-making celebrates communities, nurtures resilience, cultivates life skills and inspires personal growth. Established in 1992, Art Starts is recognized as one of Toronto's leading community arts organizations. The Toronto Arts Foundation recognized Art Starts with its 2013 Arts for Youth Award.

The **Executive Director** position is an exciting opportunity to contribute leadership to a strong organization and team – collaborating with committed people who work in partnership with Toronto's underserved neighbourhoods. We are seeking an energetic individual with experience in the charitable sector, strong artistic and organizational leadership background, a profound understanding of art-making in a community context and experience working in stressed and underserved neighbourhoods. This person will have the know-how to lead a team that delivers 40+ programs and projects annually and demonstrate exceptional skill in managing staff, board, community and partner relationships.

The Executive Director will bring to life the goals of the organization in collaboration with our team and diverse stakeholders, strengthen and grow Art Starts' profile as a leader in Toronto's arts and culture sector, ensure the prudent and strategic use of Art Starts' resources and represent Art Starts' role, mandate and impact

Reports to: Board of Directors

Duties and Responsibilities:

Leadership

- In collaboration with the Board of Directors develop a vision and strategic plan to guide the organization
- Manage the overall strategic direction of Art Starts' programming and administration in partnership with the board and staff
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- Act as a spokesperson for the organization

- Represent the organization at community and arts advocacy initiatives to enhance the organization's profile
- Lead/participate in initiatives that establish Art Starts' leadership in the community arts sector
- Maintain a presence on strategic committees and councils addressing issues affecting the sector
- Support the board in recruiting, training and retaining a full board contingent

Operational Planning

- Oversee the strategic direction of Art Starts programming and administration in partnership with the Board and staff
- Ensure the operation of the organization meets the needs of all stakeholders including community collaborators, partners, Board and funders
- Draft policies for the approval of the Board; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Identify and evaluate the risks to the organization's people, property, finances, goodwill and image and implement measures to control risks

Human Resources

- Establish a positive, inclusive, healthy and safe work environment
- Determine staffing requirements for organizational management and program delivery
- Supervise direct reports including: Program Director, Director of Development, Director of Operations, Marketing & Communications Coordinator and Special Projects Manager
- Oversee the development and implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Work with the team to create annual performance plans which incorporate goals and objectives that work towards the strategic direction of the organization
- Implement and document the performance management process for all staff including bi-annual checkpoint meetings, annual performance reviews and progressive discipline processes where warranted
- Coach and mentor staff as appropriate to improve performance
- Oversee the recruitment and selection of staff
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided

Financial Management

- Work with the Program Director, Director of Development and the Board to prepare a comprehensive annual budget
- Implement and oversee operating budget, program budgets and annual audit
- Ensure effective and efficient financial processes and systems with input from the auditor, bookkeeper and finance committee
- Prepare quarterly financial reports for the Finance Committee
- Manage investments
- Oversee the administration of organizational funds according to the approved budget
- Analyze quarterly financials with the Board Treasurer and Director of Development

Revenue Generation

- Work with the Board and fundraising team to secure at least adequate funding for the operation of the organization through grants, donor cultivation and sponsorship activities
- Oversee the development of fundraising plans with the Director of Development
- Participate in fundraising activities as appropriate

Community & Public Relations

- Cultivate and steward new relationships and partnerships that support Art Starts' growth and mandate
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve Art Starts' goals
- Extend Art Starts' reach via strategic communications and public relations
- Create strategic and high profile media recognition
- Oversee the development and implementation of digital and social media strategies to enhance the profile of the organization

Qualifications:

- 5+ years in an Executive Director or similar role
- 7-10 years experience in not-for-profit arts or community organization, or equivalent training & experience
- 5+ years experience managing staff
- superior communication, project management, and organizational skills
- experience managing organizational budget over \$1M, experience with CADAC an asset
- familiarity with community-engaged arts sector in Toronto
- strong understanding of the issues faced by underserved Toronto neighbourhoods, in particular issues faced by residents living in Toronto Community Housing
- demonstrated commitment to working collaboratively
- post-secondary education in a related field

Art Starts is an equal opportunity employer and is committed to diversity and inclusiveness in the workplace. If you require any accommodations during the hiring or interview process, please email info@artstarts.net with your request.

Send resume & cover letter to hr@artstartsto.com with **Executive Director** listed in the subject line.

We regret that only those applicants to be interviewed will be contacted.

No phone calls please.