



Office: 395 Mulock Drive, Newmarket, ON L3Y 4Y9  
Mail: 14845-6 Yonge St. Ste. 306 Aurora, ON L4G 6H8  
info@yorkregionartscouncil.com | 905-726-3278  
www.yorkregionartscouncil.com

## **Executive Director, York Region Arts Council (YRAC)**

Term: Permanent, Full time

Salary Range: \$60 – \$65,000. Annually

Application Deadline: May 1, 2019

Office Location: 395 Mulock Drive, Newmarket, ON L3Y 4X7

### **About the York Region Arts Council**

The York Region Arts Council (YRAC) is the only York Region-wide not for profit charitable arts service organization focused on capacity building, creative place making and community engagement supporting the development of artists, arts organizations and creative entrepreneurs.

YRAC is a customer service provider – to the Regional Municipality of York, each of the nine municipalities that reside in the Region, arts organizations, artists, tourism businesses, and the community at-large.

### **Executive Director – Summary**

The Executive Director (ED) is responsible for the successful and innovative leadership and management of YRAC. Reporting to the Board of Directors, the Executive Director leads the long-term strategy and ongoing business operations of YRAC. The ED works with the Board to develop the strategic vision, then builds and executes supporting business plans to be carried out by staff.

The ED is responsible for planning and directing all facets of organizational and artistic administration, which includes financial planning and control, facility management, marketing, development and fundraising, government/funder relations, public relations, arts and culture programming, member services, staff relations, and contract negotiations. The ED will provide leadership and inspiration to the YRAC team by building relationships based on trust, integrity, and collaboration.

The ED will have strong business acumen, including strategy development, financial oversight, grant and proposal writing and reporting, human resources management, advocacy and display excellent partner and public relations. Exceptional diplomacy and resourcefulness are essential to the Executive Director's success.

This position requires someone highly motivated and entrepreneurial who will be a champion for building awareness, increasing engagement and ultimately leads the development of York Region as a vibrant place for arts, culture and tourism.

### **You should apply if:**

- You love working with partners and stakeholders
- You enjoy being a part of a small and agile team with the ability to work swiftly and balance multiple projects and deadlines
- You enjoy being the leader and spokesperson for your team
- You love helping artists and entrepreneurs achieve their goals
- Making an impact in York Region is important to you

## Duties and Responsibilities:

### 1. Governance

- Work with the Chair of the Board to prepare and distribute material for Board meetings approximately six times per year
- Provide the Treasurer of the Board with monthly financial statements and support delivery of financial updates to the Board at Board meetings
- Alongside the Board of Directors, develop and revise various policies and procedures
- Attend Board meetings and deliver an Executive Director Report
- Sit on all committees
- Work with the Annual General Meeting Task Force to prepare important materials for the public meeting

### 2. Strategic and Business Planning

- Fulfill the deliverables outlined in the 2017-2020 Strategic Plan
- Work with a consultant, Board Members, staff and stakeholders to develop a new strategic plan that will be launched at the 2020 Annual General Meeting
- Prepare an annual business plan based on the strategic plan, project plans and grant deliverables
- Oversee implementation of plans to ensure goals and objectives are fulfilled
- Support marketing and programming staff with the development of annual marketing and programming plans

### 3. Financial Management

- Working alongside the Treasurer of the Board, lead the creation of the annual operating budget
- Develop project budgets that align with broader operating budget
- Work with the Bookkeeper monthly to ensure invoices are paid, monthly government remittances are submitted, bank statements are reconciled and monthly financial statements are prepared
- Issue invoices and procurements according to policies and procedures
- Track and report on actual versus budgeted revenue and expenses
- Ensure that funds related to service agreements as well as project and operating grants are spent according to contracts

### 4. Fundraising, Development, Stewardship and Partner Relations

- Lead creation of annual fundraising and development strategy that includes individual donation campaigns, fundraising event(s), grant applications, sponsorship, corporate donations, service agreements, program licencing, ad sales and other earned revenue streams
- Create various sponsorship and other fundraising materials, proposals and applications
- In conjunction with the Board of Directors, identify community stakeholder groups as well as individual, corporate, government and other institutional giving and funding prospects
- Actively cultivate and solicit individual donors, corporate donors and corporate sponsors
- Plan annual fundraising event in collaboration with project manager, staff and Board Members
- Source and complete various government, foundation, and corporate funding applications

- Steward and cultivate relationships with key stakeholders, members, donors and the broader community including planning and coordinating communications, events and special programs
- Maintain comprehensive donor, sponsor, member and other funder records
- Research and implement new Customer Relationship Management (CRM) tool to more effectively manage, track and report on donor, sponsor, funder, member and other stakeholder records

#### 5. Operations and Human Resource Oversight

- Oversee day-to-day operations of the organization
- Responsible for hiring and overseeing all staff and contract positions
- Support and motivate staff to take ownership over their work and act as ambassadors of the organization
- Conduct performance reviews and work with staff to set targets for forthcoming years
- Primary contact for all accounts and agreements

#### 6. Public Relations

- Act as public spokesperson for the organization
- Work with the marketing manager to develop positive stories and media relationships
- Attend events in the community run by local artist, arts organizations and other stakeholders
- Speak on behalf of YRAC at public events

#### 7. Advocacy and Research

- Lead all advocacy and research projects
- Work with consultants to conduct research and lead creation of reports and public documents
- Convene community task forces/committees to support the direction of advocacy and research projects
- Meet with elected officials and government staff to share information about the impact and importance of the arts sector and creative industries
- Align with provincial and national arts advocacy activities and research initiatives where appropriate

#### 8. Evaluation and Reporting

- Responsible for all grant, funder, partner and other reports on an ongoing basis
- Present project results to Regional and Municipal Councils annually or as needed
- Work with staff to develop key performance indicators for all initiatives that will be tracked throughout the year
- Ensure mechanisms are put in place to annually, or on a project basis, evaluate and report on the effectiveness and impact of all programs and services
- Develop annual report to present at Annual General Meeting



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## **The Candidate**

The ideal candidate will have the following qualifications:

- Three to five years of progressive management experience.
- Experience managing a staff of at least 5 employees.
- Experience managing a budget of no less than \$500,000.
- Demonstrated history of developing strategic partnerships.
- Proven experience in advocacy and community relations.
- History of success and development related to non-profit fundraising.
- University Degree in a related field (Business, Arts Administration, Arts).
- A passion for the Arts and a strong knowledge of the arts sector.
- Familiarity with relevant federal and provincial legislation applicable to non-profit sector organisations

## **How to Apply**

Please send cover letter and resume to [board@yorkregionartscouncil.com](mailto:board@yorkregionartscouncil.com) by May 1, 2019.

We appreciate the time and effort all candidates place in applying for this position, however, only those selected for an interview will be contacted.

York Region Arts Council is an equal opportunity employer who is committed to providing a workplace that is diverse and inclusive to all and reflects the community we serve.