



POSITION DESCRIPTION

POSITION TITLE: Executive Director

Responsible To: Chairperson, Festival Board of Directors

Purpose of Position:

The Board of Directors engages an Executive Director to manage the ongoing administrative functions of the Festival of the Sound corporation. The Executive Director (ED) will provide strategic leadership and operational oversight for the Festival. The ED has three key areas of focus, the Board, the staff and the community stakeholders. This ensures the Festival operates effectively, remains aligned with its mission and builds strong relationships with community patrons, partners and donors. The ED role involves managing daily operations, ensuring financial sustainability, and implementing the organization's mission and vision. The ED will act as the primary liaison between the Board of Directors and the staff, fostering a collaborative, effective working relationship, with a high level of integrity and accountability.

PRIMARY RESPONSIBILITIES:

Strategic Leadership:

- Support the Board in the development of the Strategic Plan; from this, develop the Annual Operational Plan (AOP), provide ongoing monitoring and reporting on execution of the AOP.
- Provide visionary leadership to advance the organization's mission and objectives.

Operational Management:

- Oversee daily operations, ensuring efficient processes and effective program delivery.
- Manage staff, including recruitment, training, and performance evaluation.
- Create a positive and respectful work environment with a culture of integrity and accountability.

Financial Oversight:

- Develop, manage and report on the organization's budget in collaboration with the Board Treasurer to ensure the Festival is consistently operating within its means.
- Oversee financial reporting, grant management, and fundraising activities to ensure the financial sustainability of the Festival, in collaboration with Chairs of respective committees.

Board Relations:

- Prepare and present reports to the Board, keeping them informed of organizational activities and progress.
- Clearly communicate to the Board on the overall health of the Festival utilizing Key Performance Indicator's (KPI's) and identifying all areas of risk that may affect the Festival's ability to meet strategic and operational objectives.
- Facilitate communication between the Board and staff, ensuring alignment of goals and expectations.

Community Engagement:

- Build and maintain relationships with stakeholders, including donors, community partners, volunteers, vendors, artists, other organizations and granting agencies.
- Serve as the “face” of the organization, positively representing the Festival to donors, government agencies, staff, volunteers, and all stakeholders.
- Represent the organization at public events and in community outreach efforts.

Compliance and Governance:

- Ensure all legal requirements of the Festival as a charitable organization are met.
- Mitigate risks by ensuring required policies and practices are in place, communicated, and applied.
- Support the Board in governance functions, including policy development and Board recruitment.
- Demonstrate integrity and accountability both professionally and personally to all engaged in Festival of the Sound activities.

KEY QUALIFICATIONS/REQUIREMENTS:

Required Competencies

- Financial Management
- Ethics, Integrity and Transparency
- Strategic and Innovative Thinking
- Servant Leadership
- Accountability and Dependability
- Decision-Making and Judgement
- Planning and Organizing
- Communication
- Fund-raising
- Teamwork

Specific Position Requirements

- Strong financial management skills including but not limited to budgeting, preparing, reading and interpreting financial statements, analyzing financial data to identify trends and assess performance and risk
- Knowledge and experience implementing fundraising strategies and securing and managing grants to ensure diversified revenue streams
- Excellent written and verbal communication skills, and familiarity with the use of multi-media to communicate messages; interest in and ability to develop rapport with Festival artists
- Highly developed interpersonal and relationship-building skills including delegation, conflict resolution, and coaching, both in teams and one-on-one
- A resilient, determined attitude that will work through barriers to fulfill the Festival’s mission and vision
- The ED should demonstrate high emotional intelligence (EQ) in their interactions with Festival staff, volunteers and stakeholders.
- Responsible for identifying, assessing and mitigating potential risks that could affect the Festival’s operations, finances and reputation.

Education/Experience

- A post-secondary degree, preferably in business administration
- Minimum of 5 years leadership experience, including fiscal and people management, preferably in the not-for-profit sector
- Marketing experience
- Experience working with a Board and/or serving on a Board
- Experience with event planning, including online presentations

Position Status: Full-Time, located in the West Parry Sound community