



1859 Kingston Road,  
Scarborough, ON  
M1N 1T3

**T:** 416-698-7322  
**F:** 416-698-7972  
**W:** [scarborougharts.com](http://scarborougharts.com)

 Scarborough Arts  
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Registered Charitable No.:  
1326 89704 RR0001

**Job Opportunity:** Executive Director

**Application Deadline:** November 19, 2017 by 5:00 PM

**Salary:** \$60-70K

**Term:** Full-time

*This is a 1-year contract with the option to renew.*

## OVERVIEW

Reporting to the Board of Directors, the Executive Director of Scarborough Arts will be responsible for the successful leadership and management of the organization. This individual is responsible for ensuring that programs and services reflect Scarborough Arts' mission, values and strategic priorities as well as the evolving needs and interests of Scarborough's diverse communities. The Executive Director acts as the Chief Executive Officer of the organization and is responsible for being responsive to the Board and developing methods by which the Board's directions and policies will be executed in order to achieve desired outcomes.

Scarborough Arts is a not-for-profit, Local Arts Service Organization that has been serving the community through the arts since 1978. Scarborough Arts develops, delivers, and promotes arts programming and cultural initiatives in collaboration and partnership with the community. In 2018, Scarborough Arts will be celebrating its 40th anniversary and the Executive Director will be working with the Board to present and implement the 2018-2020 Strategic Plan.

For more information, visit [www.scarborougharts.com](http://www.scarborougharts.com).

## DUTIES & RESPONSIBILITIES

### *Programming & Outreach*

- Ensure that programming reflects Scarborough Arts' mission, values and strategic priorities as well as the evolving needs and priorities of Scarborough's diverse communities
  - Represent the organization at community activities to enhance the organization's community profile and strengthen community relationship
  - Develop strategic partnerships to assist Scarborough Arts in fulfilling its mission and Strategic Plan
  - Work with the Program Director and other staff to assist with the planning, execution, and evaluation of program and services to meet the needs of the community
  - Monitor day-to-day delivery of Scarborough Arts' programs and services to maintain or improve quality
  - Identifies opportunities and introduces new projects and initiatives in alignment with Board direction and community interests
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### *Human Resource Management*

- Responsible for the hiring, recruiting, training, supervising, disciplining and performance reviews of staff and provide guidance where appropriate to improve performance
- Allocate and assume responsibility for work assignments
- Maintain personnel records and supervise staff scheduling
- Establish harmonious staff relations as well as maintaining a healthy and safe work environment in accordance with all appropriate legislation and regulations
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff

### *Financial Management*

- Prepare and update annual operating budget with support of Treasurer
- Approve expenditures within the authority delegated by the Board
- Write funding applications and actively pursue additional funding opportunities, including foundation grants and corporate sponsorships
- Administer day-to-day financial matters and work with bookkeeper to ensure financial records are in good order
- Ensure overall fiscal health of the organization, including supporting completion of the annual audit and applicable reports
- Work with staff and Fundraising Committee to support annual fundraiser and develop fundraising strategies
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

### *Staff & Board Relations*

- Provide Executive Director's Report at monthly Board meetings and attend applicable Committee meetings
  - Provide regular updates to the Board and work to achieve Board objectives
  - Upholds policies and best management practices and ensures that staff understand and follow Scarborough Arts policies and directions of the Board of Directors
  - Identify, assess, and ensure the Board of Directors is informed of internal and external issues that affect the organization including matters relating to staff and the employment relationship
  - Establish effective teamwork between the Board and the Executive Director and between the Executive Director and staff
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### *Community Representation & Advocacy Development*

- Develop and maintain positive working relationships with other organizations, community groups, partners, funders, members, politicians, individual artists and donors to advance Scarborough Arts
- Act as a spokesperson and advocate for the organization with governmental bodies and other key stakeholders
- Communicate with stakeholders to keep them informed about the organization

### *Policies & Procedures*

- Work with the Board to ensure that Scarborough Arts is managed in accordance with Bylaws and Policies
- Support organizational sustainability by working with the Board to develop, implement and review policies and procedures, business plans and applicable strategies

### *Strategic Planning Committee*

- Work with the Board of Directors in developing a strong vision and 2018 – 2021 Strategic Plan for Scarborough Arts' success and longevity
- Develop a feasible operational plan that incorporates goals and objectives that work towards the strategic direction of the organization

## **QUALIFICATIONS**

- Candidate must have at least 4-5 years experience in organizational or departmental management at an arts or not-for-profit organization
  - Post-secondary degree in arts management, community development or related field
  - Broad familiarity and knowledge of the arts in general and community arts sector in particular
  - Demonstrate a professional and organized work ethic flexible in a fast-paced work environment while maintaining effectiveness and efficiency
  - Proven grant-writing skills and fundraising experience
  - Demonstrated experience in developing and managing project and operational budgets
  - Demonstrated experience managing staff including hiring, training, developing, supporting and addressing issues or concerns arising from the employment relationship
  - Ability to build and advance relationships with government bodies, foundations, organizations and other stakeholders
  - Strong leadership skills and ability to work cooperatively and effectively to manage relationships with a diverse range of stakeholders
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- Fosters innovation in areas such as program development, evaluation, fundraising and outreach
- Proficient with using both PC and Mac computer operating system. Knowledge with using Microsoft Office (Word, Excel, PowerPoint, Outlook), database management systems and comfort with social media platforms
- Exceptional writing and communications skills
- Access to a vehicle is considered an asset

#### **ADDITIONAL INFORMATION**

This is a 1-year contract with the option to renew.

Annual Salary: \$60-70K

Hours: Full-Time

#### **TO APPLY**

Apply with a cover letter, a resume, and 3 references by email with "Executive Director" in the subject line to [board@scarborougharts.com](mailto:board@scarborougharts.com) by November 19, 2017 at 5:00 PM.

*Thank you to all those that apply, however, only those applicants selected for an interview will be contacted.*

*No telephone or walk-in inquiries please.*

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