

Job Description

EXECUTIVE DIRECTOR



Title:	Executive Director
Type of Position:	Permanent, 0.5 FTE
Salary Range:	\$23,000 - \$25,000, commensurate with experience
Location:	Work from home, with presence in Manitoulin Island communities as required
Start Date:	August 22, 2022 (negotiable)
Mandate:	4elements Living Arts [4e] is a non-profit corporation with a mission to nurture community engagement in experiencing land-based arts on Manitoulin Island.
Authority:	The Executive Director will report to the Board of Directors and will oversee the day-to-day operations of the organization, including responsibility for program development and delivery as well as human and financial resource management.

Roles and Responsibilities:

1. The Executive Director will be guided by the vision and mission statement of 4e and will work with the Board of Directors to implement the Strategic Plan.
2. The Executive Director will work independently to ensure development and delivery of experiential land-based art programs as approved by the Board of Directors, including applying for grants and reporting to funders.
3. The Executive Director will be responsible for the planning and design of new programming in consideration of and consultation with community stakeholders.
4. The Executive Director will manage the annual budget and will report monthly to the Board of Directors.
5. The Executive Director will actively build and maintain productive relationships with partners in the Indigenous and settler communities of Manitoulin Island.
6. The Executive Director will work to form strategic alliances with associations, organizations, local governments and businesses, as well as provincial and federal funders, to build awareness and support for the organization.

7. The Executive Director will communicate on behalf of the organization in the community, to the media, on the website and through social media channels.
8. The Executive Director will hire, train, supervise and evaluate such staff as is required.
9. The Executive Director will develop, execute and refine policies and procedures as required by the Board of Directors.

Education and Experience:

- Post-secondary education or equivalent experience in Arts Administration or a related field.
- Experience with budgets, applying and reporting to funders, tracking and management of grants.
- Experience setting and delivering on outcomes, program development and evaluation.
- Experience working collaboratively with community-based organizations and other stakeholders.
- Experience supervising staff is an asset.
- Experience in social media and maintaining websites is an asset.
- Experience working with francophone and/or Indigenous communities is an asset.

Desired Skills:

- A passion for creating and sharing land-based art experiences
- Strategic thinker with experience in program design, planning and evaluation
- Independent, enthusiastic and self-motivated, with a strong work ethic
- Excellent oral and written communication skills including use of MS Office Suite
- Good interpersonal skills and a desire to collaborate with people of all ages and cultural backgrounds.

Deadline for application: Interviews will begin August 8, 2022 and continue until the position is filled.

Contact: Please send resume and cover letter to info@4elementslivingarts.org.