



Job Description: Executive Director

Date: Nov 11, 2021

Primary purpose: The Executive Director (ED) provides strategic leadership and is responsible for all aspects of the planning and presentation of the annual SaskTel Saskatchewan Jazz Festival (SSJF) and other Saskatchewan Jazz Festival Inc. (SJF) initiatives throughout the year. The incumbent is responsible for all operations and programs to ensure the SJF is effectively meeting its financial, operational, and strategic goals.

Nature of the work: Directly reporting to the Board of Directors (BOD), and working collaboratively with Board committees the ED will provide leadership that ensures all aspects of the operation of the SJF align with its mandate, strategic pillars, and resources.

Hours of work for this position will be flexible and vary greatly.

The SJF is a jazz organization that fosters, promotes, and presents jazz and related music to the people of Saskatchewan. It is a not-for-profit organization and the incumbent must work successfully with a wide variety of people and organizations in various capacities (e.g., SJF Board members, SJF Board committees, the Saskatoon Jazz Society, community colleagues, employees, sponsors, volunteers, governments, artists, patrons, media, booking agents, and consultants or contractors) to help the SJF thrive and grow.

Key accountabilities:

Leadership & Strategic Management – Enhance SJF’s long-term success by providing collaborative leadership that motivates, inspires, and enables others to deliver on the strategic priorities of the SJF.

Relationship Steward – Constructively nurture existing stakeholder relationships in the community and develop new relationships to understand and deepen community ownership and impact of the SJF.

Financial Management – Oversee and execute all financial aspects of the SJF and ensure that financial management processes are built upon sound financial and business practices, meeting fiscal targets that are carried out in accordance with the Board of Directors.

Operations Management – Optimize SJF’s operations through leading business practices that create the highest levels of effectiveness and efficiency possible.

Revenue Generation – Ensure SJF’s financial self-sufficiency by overseeing and facilitating revenue generation that makes certain revenue goals are set and met in a manner that aligns with SJF’s Mandate and Strategic Pillars.

Marketing, Communications & Sponsorship - Engage public attention and interest through multiple channels to ensure the continued support and growth of SJF.

Human Resources – Lead the development and implementation of effective people centered processes for attracting, training, developing, coaching, motivating, managing, and retaining high quality staff.

Tasks and Duties

Leadership & Strategic Management

- Lead the affairs of the SJF in accordance with the Vision, Mission, and Strategic Objectives as set by the SJF Board of Directors (BOD) and in compliance with the Non-Profit Corporations Act, and other applicable legislation;
- Present to the BOD strategic analysis, options and recommendations required to meet SJF financial, operational, and strategic goals;
- Implement Board direction by providing leadership to actualize organizational vision in a manner that motivates employees and stakeholders alike;
- Participate with the BOD in strategic planning including the creation of long term financial and administrative goals and objectives;
- Attend meetings of the BOD and its committees, and provide the required reporting;
- Develop management policies and procedures as required to ensure the smooth operations of SJF;
- Implement, evaluate and report on long term financial and administrative goals and objectives;
- Provide information and leadership to the BOD concerning community and program needs to assist the BOD in policy formation and decision making;
- Prepare and generate board materials: agendas, minutes, staff reports, etc.;
- Prepare and present required reporting: budgets, financial, and any other board requested information; and
- Continually look for alternative strategies, or procedures that could increase the community value of SJF;

Relationship Steward

- Build relationships and undertake public speaking activities that demonstrate community understanding, and that build community relations and support for the SJF;
- Work effectively with the Board as the employer, ensuring that ED role meshes well with and supports Board functioning;
- Work with Board members and others to identify sponsorship opportunities;
- Develop relationships with current and new sponsors, identifying needs and opportunities;
- Measure and track community understanding and support, and act upon the results to effect improved community relations;
- Ensure SJF is well represented in the community and with provincial and municipal service organizations and other outside groups;
- Share knowledge and relevant information with others willingly and keep affected individuals or groups up to date with progress and developments; and
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Financial Management

- Understand and apply key financial indicators to SJF business goals and objectives;
- Design and implement effective strategies, schedules and/or work procedures to meet SJF's financial goals;
- Develop operating budgets that meet with the BOD's approval and direction;
- Monitor and control revenues and expenditures to meet approved budgetary guidelines;
- Provide in a timely manner, financial reports to the BOD including any significant financial matters arising and recommend creative solutions to address any potential problems, issues or shortfalls;
- Ensure appropriateness of all financial matters, transactions and reporting (e.g., cheque issuance, banking, cash management, accounting, payroll, employment records);
- Prepare or oversee preparation of financial statements as required, including the annual audit and its supporting processes;
- Develop financial management mechanisms to minimize financial risk;
- Monitor and interpret cash flows, predict future trends, analyze change and advise BOD accordingly;
- Conduct reviews and evaluations for cost-reduction opportunities; and
- Keep abreast of changes in financial regulations and legislation; and ensure the SJF is in compliance with the Canadian Income Tax Act, and other applicable legislation;

Operations Management

- Accountable for all day-to-day operations and submitting reports as necessary to support the Board in its governance role;
- Manage SJF operations to ensure that the SJF administrative infrastructure (i.e., policies, standards, and procedures) operates smoothly and efficiently to support the achievement of SJF goals and objectives;
- Supervise creation and ongoing administration of appropriate systems and reporting;
- Develop an operational plan that links to the goals and objectives of SJF's Vision, Mission, and Strategic Objectives;
- Design filing and record systems, and ensure they are secure, maintained and up to date;
- Oversee adherence to SJF policies and procedures;
- Keep abreast of, and Board informed on, factors influencing business performance;
- Develop reporting protocol and schedule for box office sales; and
- Regularly monitor box office sales and make recommendations for any necessary adjustments to marketing activities.

Revenue Generation

- Identify potential sources of government and other funding and prepare grant applications;
- Report to, and communicate with, government agencies and contacts as required;
- Develop comprehensive and tactical fundraising plans to generate required capital. This includes donors, sponsors, and funders;
- Liaise with other agencies, organizations and groups to build and foster a network of referrals that create new opportunities for revenue growth; and

- Ensure SJF maximizes its revenue potential while remaining in alignment with its Vision, Mission, and Strategic Objectives.

Marketing, Communications & Sponsorship

- Plan, develop, implement and track effective marketing and communications strategies;
- Pursue new sponsors and generation of sponsorship contracts;
- Identify trendsetter ideas by researching industry and related events, publications, and announcements;
- Ensure community experience and satisfaction is measured and managed; and
- Oversee communications with the media and the public, and act as media spokesperson as required.

Human Resources

- Oversee direct reports and the delivery of services;
- Ensure regular and open communication with SJF employees and Board to support the development and maintenance of a cohesive environment
- Establish and implement effective management and staff structures to support delivery of SJF's Vision, Mission and Strategic Directions,
- Develop and administer effective human resources plans, practices, policies and procedures to cover the life cycle of SJF staff (i.e., recruitment, selection, on-boarding, evaluation, development, training, termination, and succession) as needed;
- Provide training, direction, performance feedback and development opportunities as needed to support the job performance and engagement of individuals and groups within SJF;
- Develop compensation plans and align performance management systems with compensation
- Investigate and resolve workplace issues in a timely and fair manner;
- Ensure that SJF employees and contractors have a safe working environment, free from discrimination and harassment;
- Ensure personnel files are up to date and secure;
- Keep abreast of relevant legislation relating to the music industry, human resources, confidentiality, and record keeping; and
- Responsible for the management and generation of the volunteer work force;

Qualifications

Knowledge, Skills and Abilities

Have the required competency to:

- effectively work with the Board to implement Board direction and provide leadership that supports Board governance;
- design and implement effective strategies and/or procedures to meet or exceed SJF goals;
- design and implement effective financial strategies and reports to meet SJF's financial goals;
- have the ability to apply key financial indicators to individual objectives;
- have the foresight to identify and solve business problems before they occur;
- be skilled at grant writing, budgeting, administration;

- proactively in seek ways to improve community relations;
- model strong communication skills by considering the impact of their communication on others;
- create written documents and reports that are well suited to their content and target audience;
- understand and apply fundraising and sponsor development principles and practices;
- know and apply ethical concepts (e.g., honesty, confidentiality, fiduciary responsibility, appropriate disclosure) as appropriate to the situation;
- influence others to meet and set goals;
- create an engaging work environment that enables people to do their best;
- confront issues openly and directly in a timely manner; and
- demonstrate cultural agility in their ability to work respectfully, knowledgeably and effectively with Indigenous people and other marginalized groups.

Education and Experience

- Relevant education and/or experience in an appropriate field
- Experience in a senior operations role;
- Experience leading and supervising staff;
- Proficient computer skills;
- Experience working with Boards, event management, and a strong interest in the music industry are assets.