



### **Job Description: Executive Director**

The role of the Executive Director (ED) is to provide professional competency and effective strategic leadership. This is accomplished by operating the best possible organization within its mandate and available funds. It means that the ED is ultimately responsible for the daily management and operation of the organization and its facility.

In more detail this means that the ED, even if he/she delegates duties as appropriate, is *ultimately responsible to the Board for:*

- the efficient and effective functioning of all departments of the organization;
- all paid employees, volunteers, interns or students who work in the organization;
- the financial affairs of the organization that include budget preparation, grant applications and fund raising, payroll accounts and all other expenditures and receipts;
- the development, implementation and evaluation of short and long term operational plans for the organization that reflect approved strategic plans;
- an innovative and creative approach to implementing the vision and mandate of the Society.

### **Responsibilities of Kootenay Gallery's Executive Director:**

#### **Society Administration**

- Ensure compliance with the requirements of the Society Act as it relates to the organization;
- Ensure compliance with the by-laws and policies of the organization and make recommendations to the Board as appropriate;
- Ensure accurate and timely completion and maintenance of all records that relate to the organization and the Board;
- Attend all Board meetings, regular committee meetings and annual general meetings and perform related coordination duties, as needed;
- Provide report at every Board meeting.

#### **Financial Management**

- Work with the Board Chair of Finance to develop all annual budgets for Board approval and work within these budgets in the management of the organization;

- Manage the organization's finances in a manner consistent with sound business practices and in keeping with the values and goals of the organization;
- Ensure accountability of the financial management of the organization that reflects legal, contractual and societal standards.

### **Contract / Project / Program Administration and Accountability**

- Be totally conversant with the current contractual obligations of the organization and orient the Board and staff to specific project / program contracts and objectives;
- Review, negotiate and renew all project / program contracts or extensions;
- Meet all of the organization's contractual obligations (including implementation and reporting) with consistent quality;
- Initiate research and development of new projects / programs and be responsive to the needs and interests of the community and the organization's curatorial staff in the design of future programming;
- Work with Board, staff and/or volunteers to develop proposals for "special projects" and "special events";
- Insure proper reporting on all funding and grants;
- Ensure all projects / programs reflect the mission and goals of the organization and are implemented to a professional standard;
- Keep and review appropriate documentation on each project / program;
- Ensure that all employees adhere to a professional level of accountability in the fulfillment of their employment requirements.

### **Facility Management**

- Be ultimately responsible for the security and safety of all Kootenay Gallery facilities and their contents;
- Work with the City of Castlegar to ensure maintenance of Kootenay Gallery facilities;
- Ensure that a professional appearance is prioritized inside and outside the facility on a daily basis.

### **Fund-raising and Investments**

- Be proactive in fund-raising and revenue generation to ensure the sustainability of the organization;
- Write annual operating and project grants and complete final reports;
- Support the work of the Board Fund-raising committee, in particular, to raise private and corporate donations;
- Investigate other methods of revenue generation and make recommendations to the Board.

### **Personnel Management**

- Hire, supervise, inspire and annually evaluate all staff and ensure that personnel possess the appropriate levels of skill and expertise as related to their positions;

- Orient all staff and volunteers to policies and procedures and the values and goals of the organization; ensure that job descriptions are in place that are reflective of the Board's expectations;
- Develop cooperative, supportive and team relationships with employees, delegating authority and administrative duties as appropriate;
- Be prepared to assist on all jobs that need doing including reception, gift shop and exhibit preparation;
- Be the first line authority in mediation of disputes and the avenue through which staff may access the Board;
- Be familiar with and adhere to accepted standards of personnel practice and policy that reflect a just and fair working environment;
- Establish, keep up-to-date and proactively build a volunteer roster and work with curatorial and other staff to select and train (where appropriate) volunteers.

### **Community and Public Relations**

- Be the key "public face" of the organization;
- Participate in the development and maintenance of community relations through attendance at appropriate community functions;
- Actively liaise with all levels of government, paying particular attention to maintaining a positive and accountable relationship with the City of Castlegar and provincial and federal funding agencies;
- Address public gatherings and other forums on the role, programs and functions of the organization;
- Proactively build and support appropriate and innovative programming relationships with other cultural and non-cultural organizations in the community and beyond.

### **Planning**

- Consider and plan for the future;
- Keep the Board advised of trends, risks, opportunities and options that will position the organization to thrive;
- Advise the Board of any change;
- Work with the Kootenay Gallery Relocation Committee in planning the move to a new location in downtown Castlegar.