

## **Saskatchewan Choral Federation Executive Director Search**

The Saskatchewan Choral Federation (SCF) seeks an experienced, ambitious, and self-motivated leader to fulfill its mandate of promoting and supporting choral activities in Saskatchewan.

### **Organizational Overview**

The Saskatchewan Choral Federation is a non-profit, charitable organization dedicated to the elevation and enhancement of choral music in Saskatchewan. Established in 1978, SCF works to promote the art of choral music, encourage high standards of artistic achievement, maximize the number of singers and choirs in the province, develop appreciative audiences, and communicate the benefits of singing as a healthy lifestyle choice. Significant funding for these activities is received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation with the assistance of SaskCulture.

### **Position Overview**

The Executive Director's primary role is to assist the SCF Board of Directors in achieving its short and long-term goals through the strategic management of SCF resources. This includes directing the organization's affairs in accordance with SCF's Ends (mission, values, and vision) and Governance Policies ([www.saskchoral.ca](http://www.saskchoral.ca)).

### **Description**

The Executive Director is directly accountable to the SCF Board of Directors for organizational performance. The Executive Director exercises all authority transmitted by board governance policy and there is a high degree of independence in day-to-day operations. The position is full-time. Salary is commensurate with experience and a benefits package will be provided following successful completion of a three-month probationary period. Please visit [www.saskchoral.ca](http://www.saskchoral.ca) for more information on the organization.

This position will be of interest to candidates who have established a career in Arts Administration. Knowledge of leadership and management principles and legislation as they relate to not-for-profit/charitable/voluntary organizations is essential, as are exceptional communication skills. Experience leading and managing a provincially-focused organization is desired.

We would like to hear from applicants who have a minimum of 3-5 years of senior work experience in the not-for-profit work sector, and have an understanding of the choral and general music communities in Saskatchewan and across Canada. Specific knowledge of choral music is not required, but appreciation of, and the willingness to advocate for, choral music would be considered valuable.

## **Areas of responsibility**

Organizational management within the framework of Governance Process and Operational policies including:

- Day to day operational oversight of the Saskatchewan Choral Federation
- Communication and support to the Board, committees and the membership
- Development and maintenance of relationships with members, funders, sponsors, volunteers and affiliated organizations
- Strong human resource management with staff, volunteers, contract employees and organizational constituents/partners.
- Financial management including budgeting, grant writing and financial reporting to the Board, funders and sponsors
- Program promotion (especially through social and mass media)
- Risk management including insurance, records management and other organizational resources
- Fiduciary reporting as per legislative requirements
- Facility management including rentals, repairs and maintenance

## **Required Skills & Experience:**

- Project management experience
- Financial management skills and experience preparing for annual audits
- Strategic planning and execution of an annual budget
- Grant writing and reporting
- Outstanding customer service standards
- Ability to communicate clearly and concisely
- Significant experience with computer applications such as Office 365 (including Word, Excel, Outlook), QuickBooks, MailChimp, Survey Monkey, Canva, Shopify, Huddle, Doodle, Weebly
- Access to a personal vehicle

## **Application Details**

Please submit your cover letter and resume to Dr. Jennifer Lang, Saskatchewan Choral Federation President ([jennifer.lang@usask.ca](mailto:jennifer.lang@usask.ca)) by July 15, 2018. Your application should also include a statement of interest highlighting your qualifications, reference contact information, and two letters of reference (one personal and one professional). The successful candidate will begin employment on September 1, 2018.

While we thank all applicants, only candidates who have been selected for an interview will be contacted.