



Executive Director Job Profile

Role Overview

The West Kootenay Regional Arts Council (WKRAC), located in Nelson, BC, is dedicated to arts and cultural development in the region, supporting local arts councils and arts and culture organizations in their work. WKRAC is looking for its next Executive Director (ED) to lead anticipated growth and positive change and chart a course for the organization's journey in equity, diversity, and inclusion (EDI). The ED also manages the operations of the [Columbia Kootenay Cultural Alliance \(CKCA\)](#), distributing arts and culture funding on behalf of the Columbia Basin Trust through an annual contract and managing the annual [Columbia Basin Culture Tour](#).

The next ED will bring significant community and partner engagement skills to strategically align programs and services, while strengthening organizational capacity. Impacting over 20 arts and cultural organizations in the West Kootenay Region and joining a small administrative staff and hired contractors, the ED will provide exceptional organizational administration and lead through adaptability, collaboration, and responsiveness. With a high degree of autonomy, requiring good judgment and ability to "think on their feet", the ED leads WKRAC's management and operations, and works in authentic partnership with the Columbia Kootenay Cultural Alliance (CKCA) Steering Committee and WKRAC Board, who lead in governance.

Learn more about WKRAC, including *ARTiculate* magazine, the *Kootenay Festival and Events Brochure*, [Kootenay Arts E-Bulletin](#), and educational workshops and events on our [website](#).

Is this the right role for you?

- Do you thrive in building positive, collaborative, and enduring relationships with partners and staff?
- Are you a self-motivated, organized, and effective not-for-profit administrator, familiar with the demands of a small not-for-profit, aiming to do a lot with what's available?
- Are you experienced in the BC cultural landscape and inspired by the idea of positively influencing arts and culture organizations' impact on community cultural development?
- Are you energized by the opportunity to define and lead approaches in EDI?
- Do you aspire to live and work in a [stunning part of BC?](#)

Key Responsibilities

For both the West Kootenay Regional Arts Council and the Columbia Kootenay Cultural Alliance:

Leadership/Governance

- Represent the organization/s and report to, and keep informed, the WKRAC Board of Directors and CKCA Steering Committee (Board/SC).
- Support and execute the vision of the Board/SC (and committees) overseeing all aspects of management of the organization.
- Attend all Board/SC Meetings and general meetings; coordinate set-up of meetings as directed by the Board/SC developing agendas with the Chair; oversee recording and distribution of meeting minutes.
- Prepare written reports as required that outline goals, key activities, and accomplishments.
- Work with the Board of Directors and Membership to develop short and long term goals and objectives for the Society and appropriate time lines, assuring relevant strategic and operational plans are in place.
- Lead, mentor, and foster effective teamwork amongst staff.
- Organize annual election process to the CKCA Steering Committee for the West and East Kootenay regions.

Financial Planning & Management and Fundraising

- Forecast and prepare the annual operating, maintain control over budgets and prepare and interpret monthly financial reports to the WKRAC Board, finance committee and membership.
- Lead revenue development activities including: memberships, preparing grant applications from B.C. Arts Council and other government and foundations.
- Submit annual funding plan of the CKCA Steering Committee to the Columbia Basin Trust.
- Prepare and communicate reporting to funding agencies, as required.
- Report as required to government agencies such as BC Registrar of Societies and Revenue Canada Registered Charity Returns.
- Manage CKCA funding programs, including:
 - Oversight and implementation of design of annual grant application forms and distribution
 - Liaise with Basin Arts Councils to oversee coordination of community arts adjudication process
 - Monitor funded projects to arts councils, individuals, arts, & cultural organizations including: distribute funds for approved projects in installments as determined by the Steering Committee and Staff; gather information for reports to the CBT; collect and maintain statistics from Project Feedback Forms.
 - Financial management and accounting of all funding programs as well as administrative expenses (Admin & SC Meetings).

Operational Planning, Management, and Administration

- Prepare and operationalize policies and procedures to ensure the smooth operations.
- Manage office, equipment, and staff, ensuring financial and contractual records up to date and correspondence current.
- Assure website and computer services support smooth operation of the organization, projects and office
- Liaise with the CBT Manager, Projects and Grants as the Trust delivery agent for the Columbia Kootenay Cultural Alliance. Manage and oversee entire granting and reporting processes.
- Ensure operations engage with and consider the needs of members, the Board, and stakeholders.
- Facilitate the productive involvement of relevant staff with Board Committees, for mutual benefit of operations and governance.

Human Resources

- Solicit, hire, train and supervise volunteers and/or staff as needed.
- Ensure the organization has a positive, healthy, and safe work environment.
- Determine staffing needs to meet operational demands.
- Conduct and document formal and informal reviews for all staff and monitor staff performance.
- Provide formal and informal feedback and assistance to staff as necessary.

Community Relations / Member Engagement

- Communicate with member arts groups and Board of Directors on an on-going basis; determine support needs of arts councils and organize workshops/development opportunities for the region.
- For the CKCA, maintain ongoing communication with all Columbia Basin Arts Councils and liaise with Columbia Basin Trust staff.
- Maintain contact with provincial arts organizations.
- Assist funded groups/individuals by providing information as required (media lists, other contacts, funding information etc.).
- Advise community members on how to apply for funding and which CKCA funding streams are appropriate for their project ideas, including coordinating and delivering workshops on “How to write competitive grant applications” to individuals and groups throughout the Basin
- Oversee membership development and disseminate information to member and non-member groups
- Represent the organization/s at various external meetings, community events.
- Maintain positive relationships with community groups, funders, politicians, donors, and other organizations to achieve goals.

Marketing & Communications

- Oversee promotion of the goals of the society to members and the public through news releases, feature articles and interviews in conjunction with the WKRAC President/in conjunction with CBT Communications for CKCA.
- Expected to contribute to the public profile of the Society by developing good community relations with: individuals, member arts councils, media and related organizations.
- Oversee maintenance of current media lists and maintenance of comprehensive mailing list for funding information brochures (arts and cultural organizations and venues, colleges, art schools, libraries, public gathering places)
- Oversee maintenance and development of internal and external communications including website.
- Oversee production of publications (print and digital / online), including: ARTiculate, Festival and Events brochure, Kootenay Arts E-bulletin, websites, including hiring and managing contractors where necessary.
- Advertise and distribute grant applications to individuals, arts and cultural organizations for project funding throughout the Canadian Columbia Basin

Qualifications and Attributes

- Post-secondary education in Arts Administration or commensurate experience.
- Demonstrated ability to manage a non-profit society including extensive financial management experience, plus management of personnel, hiring and supervision of contractors

- Project/event management experience, including planning, partnership development, grant writing, budgeting, implementation and final reporting
- Demonstrated ability to create and implement management and workflow systems, work with boards, funders, staff and contractors, meet deadlines, and to work both independently and collaboratively in a team environment
- Possess excellent organizational skills and careful attention to detail
- Has the ability to create, develop and maintain appropriate clerical and financial management systems and supervise implementation and maintenance. Understanding of contracts and contract implementation.
- Possess excellent writing and communication skills; ability to develop lengthy written and verbal proposals and documents; knowledge of media and public relations strategies, including the ability to act as a media spokesperson.
- Exceptional computer skills; Microsoft Office Suite (Word; Excel; Access; Outlook) and database management at an intermediate to advanced level; basic HTML; Adobe Creative Suite is an asset
- Must be positive, self-motivated, detail oriented and resourceful self-starter
- Solution-driven with the ongoing desire to make things more effective and efficient
- Strong communication / customer service skills
- Excellent time management skills and demonstrated ability to manage multiple projects and priorities under the pressure of several concurrent project deadlines
- Ability to work independently with minimum supervision while maintaining the integrity of the organization and following strategic planning goals and objectives
- Ability to work with people from a variety of backgrounds and differing needs with a non-partisan attitude
- Understanding of regional and national issues relating to arts, culture and heritage; knowledge of regional, provincial, and federal funding bodies
- Strong understanding of and commitment to the importance of arts, culture and heritage in the Columbia Basin
- Driver's licence and access to a vehicle is a strong asset

Working Conditions / Physical Demands

- The salary range the role of Executive Director is \$60,000 to \$70,000, plus benefits package, depending on skills and experience.
- The Executive Director is an employee of the West Kootenay Regional Arts Council (WKRAC). Their services are contracted to the Columbia Kootenay Cultural Alliance (CKCA).
- Following a period of transition, as needed up to 3mths, for applicants not currently living in the region, work will occur a minimum of half-time at the WKRAC / CKCA office in Nelson, BC; or as determined by Provincial Health Orders regarding COVID-19. The following are some suggested resources to learn more about living in Nelson or one of the smaller, commuting-distance communities: [Discover Nelson](#), [Nelson and Kootenay Lake Tourism](#), [Destination Castlegar](#), [Trail](#)
- The office is located on the second floor of a building without an elevator
- Work may include making some deliveries and pick-ups as needed (mail, bank deposits, getting cheques signed, shipping, large mail-outs, etc.)
- Occasional lifting of boxes of documents is necessary
- Occasional weekend or evening work, as well as some travel within the Columbia Basin region, (as needed) will be required to attend meetings and events
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Employment equity

WKRAC is actively committed to creating a diverse and inclusive workplace. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from qualified members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including but not limited to: status as a First Nation, Metis, Inuit, or Indigenous person, sex, sexual orientation, gender identity or expression, racialization, disability, neurodiversity, political belief, religion, marital or family status, or age.

How to apply

Please submit your resume and a cover letter to Laura White, director@wkartscouncil.com, by 9pm PST on Friday, Apr 8, 2022. Please note, first round interviews are anticipated to take place the week of Mon, Apr 11, 2022.

Only candidates that meet the minimum requirements will be considered. Applicants must be eligible to work in Canada.