

SEARCHLIGHT PARTNERS



POSITION:	Executive Director (ED)
LOCATION:	Toronto, Ontario
POSITION DETAILS:	Full Time, Permanent
REPORTS TO:	Board of Directors
DIRECT REPORTS:	Director of Fund Development, Manager of Fund Development, Coordinator of Fund Development
WEBSITE:	https://www.artscape.ca/artscape-foundation/

THE ORGANIZATION

The mission of the Toronto Artscape Foundation is to connect every Toronto neighbourhood with the transformative social and economic benefits of the arts.

Toronto Arts Foundation (TAF), a charitable organization since 1995, provides the opportunity for individuals, private and public foundations, corporations and government agencies to invest in and strengthen the arts in Toronto.

The TAF works to increase the public's understanding of arts and culture through its support of community arts programs, creative placemaking educational programs and access to arts and culture facilities. TAF undertakes ambitious projects that positively impact the lives of artists and foster vibrant communities.

The fact is the arts are business – big business. The creative industry's contribution to Ontario's GDP is greater than that of the energy industry, and the agriculture, forestry and mining sectors combined. Arts and culture contribute \$11.3 billion annually to Toronto's GDP. Over 174,000 Torontonians work in the culture sector and 600,000 people in the country belong to the sector. Canadians spend more than twice as much on live performances in the performing arts than on sports events.

Through sponsorships, legacy gifts and donations, we give voice to the arts, shine the spotlight on Toronto's exceptional talent and connect communities to the arts.

THE POSITION

Reporting to the Chair of the Toronto Artscape Foundation and Board of Directors, and working closely with the Artscape CEO, the Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

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A key focus of this role is to ensure that Toronto Artscape Foundation: a) has programs and activities that fulfill the charitable objects of the Foundation; b) affairs are managed in a manner that fully complies with the policies and guidelines established by Canada Revenue Agency; and c) fundraising strategies are established and goals are met.

The Executive Director leads and mentors employees of the Foundation creating a safe, equitable, empowering, and inclusive workplace while actively fostering diversity and leadership.

RESPONSIBILITIES

Fundraising

- Act as the champion and spokesperson for the Toronto Artscape Foundation.
- Oversee the development and execution of all fundraising strategies including capital campaigns, designated funding in support of additional projects/programs/services, and an undesignated annual campaign.
- Work with Campaign Cabinet, Board, and senior-level volunteers to deliver on fundraising objectives.
- Deliver high calibre, effective fundraising programs and special events.
- Lead integration of prospect ID, research, cultivation and solicitation, and reporting and stewardship strategies across campaigns.
- Collaborate with Artscape's CEO, who plays a key role in donor cultivation, solicitation, stewardship and development of project programs and services that may be supported by TAF.
- Solicit and secure grants (government and private sector) sponsorships and donations.
- Lead hands-on relationship management with all major supporters.
- Develop long-term, trust-based relationships with potential donors that support the donor's vision for philanthropic giving, the desire for a legacy and the donor's personal needs.
- Recommend investment strategies and determine innovative ways of finding new donor avenues.
- Implement an expanded portfolio of funding from private family foundations.
- Oversee the delivery of fundraising services provided to Toronto Artscape and other entities.
- Manage and build relationships with fundraisers, program staff, agents and service providers.

Program Administration

- Ensure that the programs and services offered by the Foundation contribute to the organization's mission, charitable objects and reflect the priorities of the Board.
- Develop donor-specific programming that is aligned with the goals and objective of Artscape.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Oversee the execution of programs and activities and provide regular reporting to the Board.

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Board Relations

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Advise the Board on all aspects of the Foundation's activities and bring in expertise as appropriate.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Oversee the core administration of the Toronto Artscape Foundation including the maintenance of accurate records in a relationship management platform, compliance with CRA requirements, administrative and governance policies.
- Manage day-to-day working relationships with and support the Boards of Directors, Campaign Cabinet and additional Board sub-committees.

Financial Planning

(Work is supported by Artscape Finance Department as per service agreement)

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Approve expenditures within the authority delegated by the Board.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure compliance with CRA reporting including T3010 filing with support from Toronto Artscape Inc. through a service agreement.
- Provide regular financial reports and updates to the Board.

CANDIDATE QUALIFICATIONS

- Progressive leadership experience in leading an organization, ideally with a minimum 5 years' experience in leadership roles in the arts, culture, or not-for-profit sector.
- A fundraising champion with an impressive track record driving revenue through increased awareness and support.
- A passionate campaigner who influences stakeholders, motivates staff, and engages with major donors and sponsors.
- Experience managing a fundraising and development team.
- A track record of reporting to and dealing with a Board.
- Experience and capacity to lead, coach, motivate, inspire staff, and work with Board members on effective governance matters.
- History of dealing with all levels of government in obtaining grants.
- Familiarity with Canada's charitable sector and the legal framework within which charities act.

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- Knowledge and applied use of different donor prospecting approaches.
- Outstanding reputation for building and growing relationships.
- Demonstrated ability to create a positive, inclusive work environment.
- Working knowledge of investment management and endowments.
- Outstanding communications skills, verbal and written.
- Astute business acumen, with an eye to organizational detail and oversight.
- Sound financial and accounting oversight, ability to plan for the long-term financial needs of the Foundation.
- Demonstrated excellence in delivering results.
- Undergraduate/graduate degree or equivalent.

CANDIDATE ATTRIBUTES

- A politically astute, strategic thinker.
- An engaged leader who can bring a vision and foster a culture of excellence in leadership, fundraising, relationship building, stewardship and recognition.
- Dynamic, high energy, creative, curious and confident with a desire to learn and make a difference.
- Passionate about the arts and emerging artists, with a belief that the arts unite and build communities.
- Mission oriented in achieving organization's goals.
- Skilled at relationship building with strong people skills.
- Dedicated to the principles of equal opportunity, cultural diversity and broad access to the arts.
- An enthusiasm for the arts in all disciplines.
- Warm and empathetic, with an ability to interact in a meaningful way with colleagues, volunteers, donors and partners.
- Donor-centric and strong customer experience focus. Comfortable in asking for money.
- Able to leverage the capabilities of others.
- An active listener who retains what is being said.
- High professional standards, a capable manager who balances the demands of the role.
- Strong analytical and problem-solving skills, ability to build consensus.
- Self-motivated, outward looking, a long-term thinker.
- Results-oriented with an entrepreneurial bent and the ability to move ideas and projects forward.
- Flexible with an ability to adapt, pivot and improvise as circumstances change.

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COMPENSATION

A competitive compensation package will be offered, complete with salary and benefits.

HOW TO APPLY

Please apply by email with your cover letter and resume by no later than January 20th, 2021. Send to: TAF@searchlightpartnersgroup.com

We thank applicants for their interest, however, only those advancing in the process will be contacted.

Toronto Artscape Foundation is an equal opportunity employer. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the audiences we serve. We encourage applications from all qualified candidates, including from racialized persons/persons of colour, Indigenous persons, 2SLGBTQ+ persons, and persons with disabilities.

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haundenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and the Inuit peoples.