

ELAN Executive Director Job Posting

ELAN's Executive Director reports to a board of 17 members, and works with a staff of four full-time employees, as well as support staff (bookkeeper, IT), project staff, short-term employees and students. Full-time staff: Administration Manager, Program Manager, Communications Coordinator, and Membership Coordinator. ELAN's Executive Director maintains relations with a wide variety of artistic and community organizations (English and French) as well as funders, elected officials and policy makers.

Executive Director Job Description:

- Oversee the day-to-day affairs of the organization,
- Lead support staff and project managers,
- Supervise ELAN's HR functions: salary reviews, staff evaluations, job descriptions, and application of ELAN's HR policies,
- Supervise ELAN staff to provide services and networking opportunities for ELAN's members,
- Supervise timely submission of all grant applications to funding and granting authorities,
- Supervise budgeting and financial operations of the organization,
- Lead strategic planning and development of new projects and initiative,
- Promote ELAN and its members and represent them at public events,
- Advocate on behalf of ELAN and its members and maintain positive relations with funders and elected officials,
- Support the Board of Directors and ELAN committees,
- Oversee planning of public events including ELAN's Annual General Meeting,

- Ensure that ELAN's revenue base remains diverse and adequate for ELAN's needs.

ELAN's activities encompass a wide range of areas. The successful candidate should have excellent English-language skills, and a working knowledge of French (written and oral). In addition, the candidate should be knowledgeable in some of these areas, and be interested in acquiring additional areas of expertise as ELAN's Executive Director:

- artistic disciplines (dance, film, music, theatre, visual arts, writing),
- cultural programs and policy (federal, provincial and municipal),
- Quebec (and Canadian) culture/politics: an understanding of the unique role of language in the province, and how that shapes broader arts policy, funding (education, health, employability), etc.
- Quebec's English-speaking community, including regions and related sectors,
- working with funders, finding funding for the organization, coordinating funding for groups external to the organization, building and maintaining relationships with funders,
- official language programs and policy.

Experience in the arts as an artist (formally or informally) is an asset, as is experience managing a team by remote means, and a commitment to inclusive practices. Additional traits sought: collaborative, communicative, flexible, decisive and approachable.

ELAN encourages candidates to highlight additional qualifications, including non-traditional skills and experience.

Working Conditions:

- The Executive Director position is a permanent, full-time position.
- Start date: April 1, 2021
- Salary range: \$64 500 - \$74 900

DEADLINE: October 9th, 2020.

Interviews will take place in early November.

Please email the following materials to the Succession Committee at

elansuccession@gmail.com:

- CV/Resume in Word or PDF format
- Cover letter in Word or PDF format

In your cover letter, detail your interest in the position and highlight your qualifications for the position. Please note: ELAN appreciates all interest in the position; however, only those selected for interviews will be contacted.

ELAN is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e. persons with disabilities, visible minorities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so.