

SEARCHLIGHT RECRUITMENT

Position Specification



POSITION	Executive Director (Director)
LOCATION	Toronto, ON
COMPANY WEBSITE	http://kofflerarts.org/
REPORTS TO	Board of Directors

THE ORGANIZATION

The Koffler Centre of the Arts (Koffler) is a presenting and producing cultural platform, engaging audiences of all backgrounds and ages in conversations that explore the ideas, issues and questions of our time from diverse perspectives, articulated through a passion for learning and understanding. As a Jewish organization, in everything we do we value inclusiveness, equality and social justice, giving tangible expression to the Jewish concept of Tikkun Olam.

Our programming seeks to help people engage with complex issues in respectful, constructive ways, through exhibitions, literary events, performances, digital initiatives, publications and educational activities, offering transformative arts experiences and stimulating intercultural conversations and global dialogues.

The Koffler Centre and The Koffler Gallery are located in the Artscape Youngplace building on Shaw Street, a cultural hub providing flexible and accessible spaces for many artists and arts organizations (i.e. SKETCH, PaperHouse Studio, Critical Distance, Luminato). The location is at the heart of the Queen West cultural scene and the move has had a significant and positive impact on Koffler's programming and creative collaborations.

THE POSITION

As Director of the Koffler Centre of the Arts, you are both the keeper and communicator of the Koffler vision and carry responsibility for the creation and realization of all the Koffler's programming plans and for the management of the company. You will ensure the Koffler Centre continues to present innovative programming that attracts a diverse and expanding audience, while having the financial and organizational capacity to support its mission today and into the future. You will lead the overall strategic direction for the Koffler Centre through a close partnership with a dedicated Board and staff.

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RESPONSIBILITIES

Organizational Leadership

- In collaboration with the Board of Directors and senior management, develop and evolve strategic planning and lead the implementation of operational plans and budgets.
- Act as the face and voice and inspirational spokesperson for the organization and its programming.
- Work with the artistic staff to create and present impactful programs across all cultural platforms, while significantly expanding audiences and extending the community engaged by the Koffler.
- Work with management and staff to ensure that the programming is meeting the goals and ambitions of the organization, balancing artistic integrity and imagination with fiscal responsibility.
- Oversee and implement a fundraising plan to increase significantly the financial bandwidth of the operation, including making irresistibly convincing fundraising presentations to corporate and community leaders and individual donors.
- Develop and foster a responsible, respectful and empathetic workplace culture that maintains the highest standards for excellence, equality, creativity, collaboration, and inclusiveness.
- Sustain and expand Koffler's networks and partnerships in the community and with other cultural institutions in Canada and beyond, furthering Koffler's reputation and visible presence in the local and global arts scene.
- Deepen the connection between the communities of Toronto and the Koffler Centre, creating a palpable sense of civic engagement and enriching the city of Toronto as a whole.
- Ensure an ongoing, effective organizational structure is in place, and provide oversight and support to the Koffler staff and Board.
- Manage and maintain excellent relations with the Board to facilitate effective governance, working closely with the Board through quarterly board meetings, and proactively supporting the work of Board committees.
- Lead and inspire full-time and contract employees, volunteers, interns, and student workers.
- Effectively manage leasehold/tenant agreements with Artscape and participate wholeheartedly in the Artscape Youngplace Community.

Programming

- Lead the creation, delivery and expansion of a coherent multi-disciplinary programming strategy consistent with Koffler's values and mission.
- Lead the overall programming direction of the Koffler and continually work to identify

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distinctive new directions for arts innovations and cultural dialogue.

- Working with staff teams and project leaders, establish and evaluate appropriate programming metrics.
- Embrace and continue to incorporate digital resources in the programming strategy, both in support of live programming and as an innovative creative online resource in its own right.

Financial Oversight

- Provide robust, forensically attentive financial leadership of the organization, ensuring fiscal accountability and sustainability overseeing the development of financial and management reports to support an informed and robust Board that can securely underpin all executive decision-making.
- Ensure the creation of a fiscally responsible budget – working systematically to identify risks and prepare appropriate risk mitigation and avoidance strategies.
- Participate in all policy or operational decisions that have an important impact on the Koffler Centre’s revenues, expenditures, financial position, and prospects.
- Oversee the preparation of annual operating budgets and financial reports for presentation to the Board for approval.
- Review all budgets, revenues and expenses regularly, making timely adjustments as needed.
- Oversee adherence to rules and conditions attached to all donations, grants, and sponsorships, including partnerships, gifts-in-kind, etc.
- Ensure the establishment and maintenance of appropriate accounts for capital, endowment, and operating campaigns.
- Working with the Financial Manager, liaise with the auditors and supervise the preparation of audit files.

Fund Development

- Develop and implement a fundraising strategy in collaboration with the Director of Development.
- Provide fundraising leadership and management to ensure that funds are maximized from government, corporate partners, trusts and foundations and individual donors so as to expand the strategic and operational goals of the organization over time.
- Agree appropriate metrics against which fundraising will be regularly evaluated.
- Provide leadership for Koffler’s fundraising initiatives, including thorough prospect research, corporate, foundation and government requests, individual donor support, profile enhancement, annual campaigns, and high-profile fundraising events such as Koffler Couture.
- Working with the Director of Development, create compelling fundraising proposals for individuals and corporations, trusts and foundations and government.

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- Work with an active fundraising committee and Director of Development on fundraising events and developing the annual campaign, organizing corporate donations, and reaching out to individual donors.
- Host special events confidently and engagingly and develop close and fruitful personal relationships with existing and potential donors.

CANDIDATE QUALIFICATIONS

- A convincing track record of strategic leadership; vision, collaboration and inclusive team building are essential foundations for this role.
- Excellent interpersonal skills, unimpeachable integrity, high energy, and constant inventive creativity.
- A strong commitment to the Koffler's mission, vision and values, together with a clear understanding of the issues around diversity in cultural management and cross-disciplinary programming at an arts organization.
- A strong commitment to and understanding of the local and national arts community, with an ambitious eye to routes to develop international collaborations.
- Successful experience in a senior position, with an emphasis on leadership, management, fundraising, Board relations, and public relations.
- A well-developed understanding of the presentational and relational sensitivities that can exist around ambitious and innovative cultural organizations, and empathetic confidence in addressing those sensitivities.
- Senior arts administration experience, including leading and developing a wide range of different types of contract staff.
- Strong financial management skills and experience in creating, managing, presenting, and interpreting budgets.
- Excellent stakeholder management skills and experience in relationships with the Board of Directors.
- Experience in managing fundraising strategies and campaigns and identifying new sources and increased levels of contributed income.
- Demonstrable high-level experience and proven capacity to lead, manage, motivate, inspire, train and collaborate with staff, artists, Board members, and volunteers.
- Outstanding communication and presentation skills. Able to speak and write persuasively, with preparation and also impromptu, able to serve as an inspiring spokesperson for Koffler

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in public and to deal authoritatively with the media with relaxed and empathetic confidence.

- Exceptionally polished and persuasive writing skills, including experience in successful proposal writing.
- Experience and instinctive understanding of marketing, advertising and public relations activities, using conventional and also new digital media.
- Experience in building and effectively managing government and community relations.
- Experience in dealing with facility management including negotiations of leases and ongoing landlord stewardship.
- Undergraduate degree or experiential equivalent.

CANDIDATE ATTRIBUTES

- Natural high-level leadership skills; a proactive and dynamic professional who inspires confidence and credibility; has a strategic orientation, and an honest, transparent and collaborative leadership style.
- An authentic passion and belief in Koffler's mission.
- An understanding of contemporary Jewish culture is an asset; sensitivity to issues of Jewish identity is essential.
- Exceptional interpersonal and leadership skills; decisive, confident, compassionate.
- Team approach and willingness to empower those reporting to you.
- A desire and ability to partner with Koffler's programmers to lead the development and execution of the organization's visions and goals.
- Business-savvy and dedicated both to outstanding programming and to audience engagement.
- A self-starter comfortable working within a lean institution; an entrepreneurial spirit.
- A strategic thinker who embraces innovation and change.
- Politically astute.
- Confidently comfortable working with digital platforms.
- A believable commitment to support and grow an internal culture that values people and provides an opportunity for everyone to flourish.
- Clear and effective communication skills and public-speaking abilities.

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- Dedicated to the principles of equal opportunity, cultural diversity, and broadening access to the arts.
- A confident, calm, tactful and fearless professional approach that demonstrates emotional intelligence through an ability to deal with a wide variety of people and with changing internal and external conditions.
- An enthusiastic commitment to contribute generously to the cultural conversations in both the Canadian and international arts communities.

COMPENSATION

A competitive compensation package will be provided with salary (range between \$150,000 to \$175,000) and applicable benefits.

HOW TO APPLY

Please submit your application by emailing your cover letter and résumé no later than February 5th, 2023 to: koffler@searchlightpartnersgroup.com.

Koffler Centre of the Arts is an equal-opportunity employer committed to reflecting our country's diversity. We encourage candidates of all backgrounds to apply.

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