

Are you an energetic nonprofit professional who is passionate about anti-colonial and equitable governance, financial sustainability, and operational processes? Are you keen to work on a co-leadership team that prioritizes collaboration, communication, adaptability, and flexibility? Are you passionate about the health of the local, provincial, and national live music sector? Do you love a good spreadsheet? We want to hear from you!

The Regina Folk Festival (RFF) is seeking an Executive Director. As part of a co-leadership team with the Artistic Director, the Executive Director is responsible for managing RFF operations and services with a focus on organizational stability, including fiscal management, fund development, governance, and ensuring comprehensive policies and procedures. A detailed Executive Director Job Description can be found below.

About the Position:

- This is a **full time (35 hours/week), permanent position** with an ideal start date no later than September 18, 2023.
- The **starting salary for this position is \$61,740**. RFF employees can expect increases on their first and second employment anniversaries.
- The **starting rate of paid vacation leave for this position is 15 days per year**. RFF employees can expect increases on their third and seventh employment anniversaries. RFF employees are given **paid days off on all Canadian stat holidays**.
- RFF employees earn **12 days of paid sick and compassionate leave and 6 days of paid mental health leave per year**.
- Employees have access to a **benefits plan that includes comprehensive health, drug, vision, and dental coverage, including access to diverse mental and physical health supports** (such as counselors and naturopaths) and the option to register for the **employee pension plan with 4% employer contributions**.

How to Apply:

- Candidates are asked to **provide a single PDF submission of a cover letter and resume sent via email to risa@reginafolkfestival.com**.
- In their cover letter, **applicants should speak to their suitability in relation to the duties and responsibilities outlined in the Executive Director Job Description**. A failure to do so will result in the candidate being at a disadvantage upon review against the hiring metric.
- Applications will be accepted until the position is filled, with the **first round of applicants assessed on July 12, 2023 at 4:00 PM**.
- We encourage applicants to identify if they belong to any equity-seeking groups. **Members of equity-seeking groups will be prioritized for this position as long as they meet the minimum requirements**, which are outlined in the Executive Director Job Description. If you have questions on how RFF defines equity-seeking groups, please don't hesitate to reach out.

About Us:

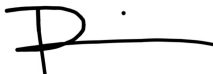
- RFF operations are held on traditional lands, referred to as Treaty 4 Territory, and the City of Regina is located on Treaty 4 territory, the original lands of the nêhiyawak, Anihšināpēk, Dakota, Nakota, Lakota peoples as well as the homeland of the Métis/Michif Nation. We respect and honour the treaties that were made on all territories, we acknowledge the harms and mistakes of the past, and we are committed to move forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration. We commit to celebrating the resilience, excellence and wisdom of Indigenous peoples.
- RFF celebrates the importance of music in our community. Building on grassroots origins, we pay attention to the emerging dialogues in the city and the culture-at-large, and are thoughtful about how music fits into a rapidly shifting society. RFF presents exciting year round events that boldly revel in artistic expression and the meaningful connections made through music. Since 1969, audiences have gathered each summer to experience long-beloved and discovery acts at our signature event, the Regina Folk Festival.
- We are a registered, non-profit organization, governed by the Saskatchewan Not-for-Profit Act. Our work is guided by a volunteer Board of Directors.
- The projected annual operating budget for 2023 is approximately \$895,000.
- 2022-2025 Strategic Plan objectives include:
 - *Financial:* The RFF is a financially stable and thriving organization.
 - *Culture:* The RFF has a culture of safety, equity, inclusion, and diversity that makes it a positive environment for employees, volunteers, artists, partners, and patrons.
 - *Program Excellence:* The RFF presents programming and events that are responsive, community-minded, enriching, and fun.
 - *Organizational Capacity:* The RFF runs smoothly, effectively, and efficiently on all levels. The people involved know their roles and have the support they need to be successful.

About the Hiring Process:

- Candidates will be assessed by a Hiring Committee made up of RFF board members.
- All candidates who submit an application shall be notified if they were not successful in moving forward for an interview before the successful candidate is announced. All candidates who participate in an interview and are not successful shall be similarly notified.
- During the hiring process, a review metric shall be created that aligns directly with the duties and responsibilities outlined in the Executive Director Job Description. This review metric shall be used to determine the suitability of all candidates.
- All candidates who participate in an interview will be provided with interview questions a minimum of one hour prior to their interview and will be asked to provide a minimum of three professional references who can speak to their suitability for this position.



**Executive Director
Job Description**

Position Summary:	Under the general direction of the Board of Directors and in collaboration with the Artistic Director, the Executive Director is responsible for managing Regina Folk Festival (RFF) operations and services with a focus on organizational stability, including fiscal management, fund development, governance, and ensuring comprehensive policies and procedures.		
Reports To:	Board of Directors	Adopted:	June 7, 2023
Supervises:	Finance Manager and/or Coordinator	Last Reviewed:	May 25, 2023
	Resource Development Manager and/or Coordinator Volunteer Manager and/or Coordinator	Supervisor Signature:	 Risa Payant, President

The ideal Executive Director will possess:

- Progressive leadership skills that align with RFF’s values of accessibility/inclusivity, accountability, community engagement, collaboration, diversity, education/youth and children, environmental stewardship, good value, and honouring legacy.
- A sound grounding in wise practices for nonprofit management.
- Experience working with a Board of Directors and supervising staff, including the ability to foster an environment that supports and empowers volunteers and employees.
- Understanding of progressive human resources practices.
- A commitment to transparency, including ability to regularly communicate with the Board of Directors regarding new developments in the arts sector, especially as they relate to festivals.
- Experience with being accountable to objectives outlined in a strategic plan.
- Skills in managing core and project budgets, including proficiency in financial planning, projections, investments, and revenue diversification.

- Aptitude for fund development, including proficiency with grant writing, soliciting sponsorships, and managing charitable donations.
- Understanding of risk, crisis, and change management practices.
- Comfort in being the voice of the organization internally and externally.
- Commitment to a generative relationship with co-leadership and understanding of wise practices for co-leadership roles.

Duties & Responsibilities:

1. Advocacy and Leadership

- a. Keep the Board of Directors informed of internal and external issues and developments involving the sector that may affect the organization.
- b. In collaboration with the Artistic Director:
 - i. Demonstrate an active and ongoing commitment to the Truth and Reconciliation Committee of Canada's (TRC) Calls to Action.
 - i. Develop, strengthen, and maintain healthy working and collaborative relationships with Indigenous communities through engagement, dialogue, networking, and partnerships.
 - ii. Represent the organization at community activities to enhance RFF's community profile and advocate for positive, community-minded systemic change in the arts sector, especially as it relates to festivals. It is agreed that the Executive Director will focus on advocacy that aligns with their focus on organizational stability.
 - iii. Foster mutually beneficial relationships with current and potential operational stakeholders (including community groups, funders, elected and government officials, and other community, Indigenous, and multicultural organizations) to keep them informed of the work of the organization, identify urgent and ongoing community need, and to advance the RFF's goals.

2. Communications and Documentation

- a. Oversee internal communications processes, including determining email standards, shared filing procedures, and other workflow processes.
- b. Ensure all personnel, client, donor, and volunteer files are stored securely and privacy and confidentiality is protected.
- c. Act as the final set of eyes on all internal communications pieces, ensuring adherence to the organizational voice, House Style Guide, and alignment with brand standards.
- d. Work with external contractors in support of RFF's internal communications initiatives (as applicable).
- e. In collaboration with the Artistic Director:

- i. Act as the spokesperson for the organization, with the support of the President. It is agreed that the Executive Director will focus on communications that align with their focus on organizational stability.
- ii. Develop and maintain overarching communications guidelines such as the House Style Guide and brand standards.

3. Financial Planning and Management

- a. Work with the RFF staff team and Board of Directors to prepare and manage a comprehensive annual operating budget including, but not limited to:
 - i. preparing an annual budget for approval in advance of each fiscal year;
 - ii. preparing ongoing budget revisions for approval (as needed);
 - iii. monitoring monthly cash flow;
 - iv. administering the organization's funds according to the approved budget including approving all expenditures within the authority delegated by the Board of Directors;
 - v. providing the Board of Directors with comprehensive reports on revenues and expenditures at each scheduled board meeting by providing (at minimum) an up-to-date:
 1. Balance Sheet;
 2. Profit and Loss report;
 3. Cheque Detail report;
 4. Budget with (with actuals to-date and realistic projections).
- b. In collaboration with the Finance Manager and/or external bookkeeper, ensure that sound bookkeeping and accounting procedures are adhered to. This includes, but is not limited to:
 - i. inputting monthly accounting data into the RFF QuickBooks account;
 - ii. overseeing accounts payable and accounts receivable;
 - iii. receiving and making deposits;
 - iv. writing cheques (when provided with appropriate documentation);
 - v. reconciling credit cards.
- c. Ensure diligent financial filing in both digital and hard copy forms, as necessary for adherence to internal financial processes and in preparation for the annual audit.
- d. Provide support for the Artistic Director's management of contracted artists by:
 - i. Track information related to artists' financial details (payments, waivers, GST).
 - ii. Prepare and submit to the Canada Revenue Agency, reports on all foreign artist payments.
 - iii. Purchase foreign currency (as needed).
- e. Sit on the Finance and Audit Committee with representatives from the Board of Directors and community.

4. Fund Development

- a. Commit to timely completion of funding application drafts, which will be provided to the Artistic Director for feedback and review.
- b. Stay up to date on new funding opportunities.
- c. In collaboration with the Resource Development Manager:
 - i. Build and support the objectives outlined in the organization's Fund Development Plan, including managing all of RFF's fundraising initiatives.
 - ii. Take responsibility for all public funding relationships, including writing applications and reports, and managing grant funding per the approved annual budget.
 - iii. Stay up to date and knowledgeable on current CRA guidelines regarding private and corporate donations.
 - iv. Prepare and submit the RFF T3010 Registered Charity Information Return.
 - v. Ensure proper financial management of fundraising efforts, including establishing processes for accepting cash donations and providing charitable tax receipts.
 - vi. Follow AFP code of ethical standards by practicing donor-and-sponsor-centered, ethical philanthropy in all aspects of the organization's work.

5. Human Resources Planning and Management

- a. Oversee the development and implementation of human resources policies, procedures, and practices.
- b. Oversee the development of performance management process for all staff, including maintaining annual review templates and ensuring these reviews occur as mandated per RFF personnel policies.
- c. Spearhead OHS initiatives and ensure appropriate oversight in line with Saskatchewan Workplace Standards.
- d. Directly supervise the Resource Development Manager, Finance Coordinator, and Volunteer Coordinator, including:
 - i. recruiting, interviewing, and hiring staff into these positions who have the required technical and interpersonal skills to advance the organization's mission;
 - ii. managing onboarding processes for these positions;
 - iii. facilitating regular check-ins and performance management;
 - iv. overseeing disciplinary action (as needed) by observing disciplinary procedures as outlined in RFF personnel policies;
 - v. terminating these staff when needed using legally defensible procedures as outlined in RFF personnel policies.
- e. In collaboration with the Artistic Director:
 - i. Establish a positive, healthy, and safe work environment.

- ii. Oversee the implementation of human resources policies, procedures, and practices.
- iii. Administrate regular staff meetings.

6. Nonprofit Planning and Management

- a. As part of bi-monthly board meeting materials, provide written reports to the Board of Directors on all initiatives as they relate to the duties and responsibilities outlined in the Executive Director job description.
- b. In collaboration with the Board President, support bi-monthly board meetings through the preparation and distribution of meeting materials.
- c. Prioritize effective team building with the organization's staff and Board of Directors.
- d. Maintain an up-to-date operational plan and Operations Manual.
- e. Work closely with the Board of Directors to develop and implement sound organizational policies and procedures as approved by the Board of Directors.
- f. Sit on the Nominations Committee with representatives from the Board of Directors and community.
- g. Sit on the Policy Committee with representatives from the Board of Directors and community.
- h. Sit on Ad Hoc Committees with representatives from the Board of Directors and community (as needed).
- i. In collaboration with the Artistic Director:
 - i. Be accountable to the organization's values and ensure decisions are made with reference to those values.
 - ii. Oversee the efficient and effective day-to-day operations of the organization, including coming to consensus on communicating joint leadership decisions and completing an ongoing assessment of operational priorities such as analyzing operations and adapting plans according to organizational capacity.
 - iii. With the staff and Board of Directors, develop a strategic plan every three to five years and be accountable to meeting the objectives outlined within.
 - iv. Sit on the Executive Committee with the President, Vice-President, Treasurer, and Secretary.

7. Programming

- a. Provide necessary support for the world-class summer festival (including daytime, Mainstage, and After Party events) through a focus on leading accessibility, accountability, and health and safety initiatives, as well as oversight of financial and resource management procedures. This support includes, but is not limited to:
 - i. Managing the planning of all finance-related areas of the summer festival including:

1. Supervising the volunteer Festival Support Team including recruiting Festival Support Team Leaders.
 2. Developing and overseeing all systems related to the Festival Support tent, Beer Gardens, Beer Gardens Ticket Sales, Arts Market and Food Court, Merchandise tent, and box office, and taking leadership in managing these areas.
 3. Preparing daily and post-festival sales reports for all Festival areas.
 4. Preparing and/or securing cash floats, cash boxes, Interac machines, tracking sheets, drink tickets, and wristbands for Beer Garden Ticket Sales.
- ii. Be on-call to assist as needed during festival set-up and tear-down, and the weekend festival event.
 - iii. In collaboration with Finance employees:
 1. Recruit all festival vendors (ie. Arts Market and Food Court).
 2. Oversee box office reconciliation and liaison with the RFF ticket service provider.

8. Risk Management

- a. Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- b. Ensure that the Board of Directors and staff understand the terms, conditions, and limitations of the insurance coverage.
- c. In collaboration with the Artistic Director:
 - i. Identify and evaluate the risks to RFF as they relate to property, finances, goodwill, and image, and implement measures to control risks.

The Executive Director shall be managed per all relevant RFF policies. These policies include detail on compensation (including pay, benefits, vacation, and sick time), hours of work, access to professional development support, and other details pertaining to the management of RFF employees.

Minimum Requirements:

- Extensive experience in nonprofit organizations, with priority given to those with demonstrated understanding of the Canadian festivals sector.
- A minimum of five years relevant nonprofit experience in a senior leadership role and a demonstration of progressive management responsibilities.