

KAMLOOPS FILM SOCIETY

EXECUTIVE DIRECTOR



DETAILED JOB DESCRIPTION

THE KAMLOOPS FILM SOCIETY IS SEEKING AN EXECUTIVE DIRECTOR

Our Executive Director (ED) will be a creative, innovative, and enthusiastic leader who is passionate about our mission, and can build on our successes over the last 50 years. They will be an effective collaborator in leading the operations of the Kamloops Film Society (KFS), inspiring volunteers, staff, and the board of directors within an organizational culture that prioritizes inclusivity, equity, accountability, empathy, and mutual care.

Ensuring the financial viability of the organization is critical to success in this role. This includes budgetary planning and management alongside the experience of raising funds, particularly through successful grant applications, which will support the KFS's programs and initiatives.

This is an exciting opportunity for an entrepreneurial leader who can bring together vision, experience, and passion to support the realization of innovative and diverse programming. The ideal candidate will be an energetic individual who will help lead the KFS into the future.

RESPONSIBILITY OF LEADERSHIP

The ED will serve as the chief administrator, responsible for the overall success of programming, fundraising, community relations, and operational objectives.

In collaboration with the Board of Directors, they will support the development and implementation of strategic plans and manage operational activities to actualize the goals of the KFS.

As an integral member of the Finance and Budget Committee, they will lead the creation of an operating budget that is consistent with KFS' strategic objectives.

Collaborating with the General Manager, the ED will use the Paramount theatre in managing KFS' activities to achieve strategic goals supporting the position of the KFS as a cultural hub in the Kamloops arts community.

By developing and executing an annual business plan for KFS operations, they monitor the external environment to identify challenges and opportunities that affect the KFS, implementing appropriate strategic responses.

Through managing and developing external relationships with granting organizations, community partners, donors, and representatives in the Kamloops Arts and Culture community, they foster the KFS' presence as an innovative independent theatre in western Canada.

FINANCIAL RESPONSIBILITIES

The ED is a standing member of the Finance and Budget Committee, preparing an annual operating budget for approval by the Board of Directors. They assess short- and long-term financial needs, communicating with the board on financial priorities and recommending appropriate courses of action.

Provides financial control of the organization, including the timely preparation of financial information and implements appropriate internal controls, ensuring that all financial reporting is prepared with integrity and in accordance with good accounting practices.

Collaborates with the General Manager and Festival Coordinator(s) to ensure that the society's programming supports achieving the KFS' financial goals, and targets surpluses that can enhance the KFS' financial position, allowing for re-investment in other strategic initiatives.

Maintains an awareness and understanding of the KFS' financial position, to react in a timely and flexible manner to opportunities and challenges.

DEVELOPMENT

Actively sources granting opportunities, drawing on familiarity with the requirements of funding agencies, and adapts KFS' strategies to maximize on successful applications; ensures grants are spent in accordance with guidelines and that reporting requirements are met.

Submits and stays current on reporting requirements for all grant applications and builds close working relationships with key individuals in granting agencies.

Executes all sponsorship agreements, acting as the principal KFS contact.

Actively leads KFS' development strategy and key activities including donor development, donor engagement and fundraising events and activities, with particular focus on development of new donors through relationship building and engagement.

Ensures that all contributions and other support are acknowledged; and maintains accurate and complete records of financial contributions, and other support in all fundraising activities.

Identifies opportunities to increase the fundraising capacity of KFS' donor base by enhancing existing relationships and investigating new funding opportunities.

MARKETING AND COMMUNITY ENGAGEMENT

Oversees the marketing and communication functions, building on the loyalty of the KFS' membership, and tracks the effectiveness of marketing efforts to ensure a positive patron experience.

Maintains and develops relationships within the community that enhance the visibility of the KFS.

Develops strategies to grow KFS' audiences to reflect the diversity of the community.

Oversees the organization, promotion, and media coverage of key fundraising events.

Attends community events and acts as the spokesperson for the KFS in the community.

BOARD RELATIONS

Cultivates a strong and collaborative working relationship with the Board and participates as a non-voting ex-officio member of the Board.

Prepares for active participation at board and committee meetings.

Reports to the Board on strategic initiatives, finance, operations, audience development, fundraising and other areas as required.

Collaborates with the Board to develop and implement governance policies and ensures the Board is made aware immediately of any concerns which could affect the operations or reputation of the KFS.

HUMAN RESOURCES

Manages the human resources of the KFS by developing a work environment that attracts, motivates, and works collaboratively with a skilled and diverse staff.

Provides exceptional leadership to staff in collaboration with General Manager, including adherence to all relevant provincial workplace legislation and KFS' policies, and identifies professional development opportunities to improve skills and provide career development.

With the General Manager, and in accordance with KFS' values, creates a culture of engagement and teamwork between KFS staff, volunteers, and the Board, which encourages open and respectful communication, and collaborative working relationships, to ensure a meaningful and rewarding experience.

Develops and implements equity, diversity, and inclusion policies and initiatives to foster a safe working environment.

TRAITS AND CHARACTERISTICS

The next Executive Director of the KFS will have high emotional intelligence, be an exceptional leader who is future focused and embraces change management and organizational growth. The successful candidate will have leadership experience and a demonstrated record of increasing success in the field of cinema or arts-related non-profit organizations.

The Executive Director of the KFS will be a motivated ambassador and will want to build on community relationships as a strong advocate for KFS in a dynamic community. The ideal candidate will be comfortable engaging in conversations that build effective partnerships, raise levels of engagement, and advance innovative approaches to artistic and community needs.

Embodying integrity and authenticity, the Executive Director will embrace a healthy organizational culture based on collaboration and strategic partnerships. Insightful and resourceful in leveraging financial, human, and technological resources, the Executive Director will be a highly evolved communicator and mentor both within the organization and externally, skilled at fundraising, advocacy, and government relations.

A highly influential individual who can fruitfully mobilize artistic and social resources, the Executive Director will be an inspirational leader, proven business manager, and skilled relationship builder – with a commitment to exceeding expectations. The Executive Director will

bring an affinity for KFS' mission and vision and a passion to positively impact the organization's long-term success.

- **Leadership** – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- **Teamwork and Employee Development** – Cooperating with others to meet objectives, while providing resources to the team.
- **Decision Making** – Analyzing all aspects of a situation to make consistently sound and timely decisions.
- **Project Management** – Identifying and overseeing all resources, tasks, systems, and people to obtain results.
- **Negotiation and Diplomacy** – Listening to many points of view and facilitating agreements between two or more parties while effectively and tactfully handling difficult or sensitive issues.
- **Creativity & Innovation** – Creating innovative approaches, programming, process, technologies and/or systems to achieve the desired result.
- **Futuristic Thinking** – Imagining, envisioning, projecting, and creating what has not yet been actualized.
- **External Stakeholder Focus** – Anticipating, meeting and or/exceeding stakeholder needs, wants and expectations.