



The Circus West Performing Arts Society is a registered non-profit charity founded in 1984 and is governed by a volunteer Board of Directors elected annually by our membership. Our team brings together years of circus training and performance experience.

The Executive Director is the management leader and public face of the organization. They are responsible for the overall operations of the organization, direct all aspects of fund development, human resources and staff leadership, budget planning and expenditures, and administration and execution of the strategic plan. The position reports directly to the Board of Directors.

General Responsibilities

Board Governance

- Responsible for leading in a manner that supports and guides the organization's mission and strategic direction as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement.
- Responsible for the execution of the strategic plan and overall implementation of all programs, events and business initiatives.
- Serve as primary spokesperson to the organization's constituents, the media and the public and ensures mechanisms are in place to gather constructive feedback from members and supporters.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Responsible for the enhancement of CircusWest's image and visibility of the organization by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Oversee the development of the annual work plan including annual budget and operational goals and objective.

Organization Mission and Strategy

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Leadership and Management

- Manage the development, review and recommendation of new programs, program expansion or changes.
- Establish organizational structures that ensure accountability of all programs, staff and volunteers in fulfilling the mission, objectives and strategic plan of the society.
- Oversee human resource management, ensure effective human resource planning and identify resource implications including lead, coach, develop, and retain senior management staff.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operations.
- Ensure effective systems to track progress and regularly evaluate programs to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Actively engage and energize members, volunteers, committees, partnering organizations, and funders including the development of a communications plan.
- Attend and participates in meetings and events in the community as time and resources allow in order to promote the organization.

Financial Performance and Risk Management

- Responsible for the financial management and fiscal integrity of the organization including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and sustainability of the organization in a positive financial position.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for fundraising and developing other revenues necessary to support growth and sustainability including an annual fundraising plan.
- Manages the preparation and submission of funding proposals, applications and reports to government funders, foundations and corporations.
- Oversees fund development initiatives and strategies, including all signature events.
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image, and implement measures to control risks.
- Report all external and internal risks to the Board in a timely fashion to ensure prompt remediation of risk through the Board.

Organization Operations

- Responsible for driving top line revenue and profit by ensuring maximum utilization of resources.
- Responsible for the effective execution and overall implementation of all programs, events and business initiatives.
- Responsible for the negotiation, development and application of all legal contracts involving the agency, including funding contracts, leases, employment contracts, and any other obligations of a legal and binding nature.
- Deepen and refine all aspects of marketing and communications—from internal and member to web presence to external relations with the goal of creating a stronger brand.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance CircusWest's mission.
- Foster a culture of respect and collaboration throughout CircusWest's programs and staff; Foster a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

Requirements

- A Bachelor's degree at a minimum.
- Senior management experience and a proven track record of effectively leading - ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- High level strategic thinking and planning - ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- A history of successfully generating new revenue streams and improving financial results.
- Strong marketing, communications, grant writing and sponsorship/fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Experience and skill in working with a Board of Directors, preferably in a non-profit environment.

Contact Mariya Yurukova, Talent Manager, Gerard Search, for more information:

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Schedule a call: <https://calendly.com/mariyay>

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