



## **Executive Director**

### Job Description

#### **PURPOSE**

The Executive Director is responsible for the overall management of all interests, activities and finances for the College of Piping and Celtic Performing Arts. S/he works closely with the college's Board of Directors and is responsible for designing and implementing programs that foster College growth and financial security ensuring that the College continues to be recognized as a leader in international piping and Celtic performing arts.

#### **REPORTING TO**

Chair, Board of Directors

#### **PRIMARY RESPONSIBILITIES**

##### Educational Programming

- Create and/or facilitate, implement, supervise, and evaluate all education programs, monitoring quality and appropriateness of content;
- Act as an advocate and spokesperson for these programs;
- Research Celtic performing arts education trends and requirements;
- Direct and guide curriculum development;
- Explore and expand opportunities for programming, festivals, concerts, etc.

##### Business/Financial Planning

- Develop, direct, and implement strategic and annual operational plans;
- Prepare and present an annual budget for Board approval;
- Control finances and provide regular financial reports to the Board of Directors as required;
- Research funding opportunities to develop and implement annual revenue generating plans approved by the Board of Directors;
- Direct and coordinate ongoing programs and activities of the College of Piping;
- Assist in the preparation of proposals, reports, grant applications;
- Develop and implement strategies to garner financial and other support from private and public sources;
- Create, establish and maintain positive relationships with members, donors, and funders;

### Administration

- Prioritize work to ensure plans are carried out, delegating where appropriate;
- Hire, supervise, monitor and evaluate College of Piping staff;
- Develop and implement procedures to achieve operational and administrative continuity and ensure policies and procedures are being followed;
- Encourage and facilitate Board, volunteers and staff development and training in order to maintain a high level of quality services;
- Ensure effective financial controls are in place, operating within the approved budget and providing regular reports to the Board of Directors;
- Coordinate preparations for Board of Directors meetings;
- Ensure timely distribution of all documents as required (prior to meetings, minutes and communications documents).

### Communications/Public Relations

- Develop and implement programs to raise the profile of the College;
- Act as liaison to government officials, elected representatives, media, funding partners, educational stakeholders, community and business organizations, and the community at large;
- Stay abreast of and monitor political and social issues which could impact the College;
- Develop and implement communications strategies and plans for internal and external audiences;
- Ensure the provision of information for members and the general public;
- Ensure the development and implementation of student recruitment, retention and service strategies.
- Direct the Marketing and Public Relations activities of the College in consultation with the Board of Directors.

### Board of Directors

- Carry out the mandate of the Board of Directors, providing leadership to the staff and to the College;
- Advise the Board on policies and keep the Board informed of issues as they may arise;
- Prepare an Executive Director's report on the status of activities, finances, programs, contacts opportunities, etc. for discussion at Board meetings;
- Attend Board and relevant committee meetings as required;
- Perform other tasks as assigned by the Board of Directors from time to time.

## **STATEMENT OF QUALIFICATIONS**

### Knowledge, Skills, and Abilities

- Ability to motivate, encourage and inspire students in the Celtic performing arts;
- Demonstrated ability to leverage relationships with stakeholders and prospective contributors;
- Competency in the technical, strategic and financial management of a not-for-profit organization;
- Excellent oral, written and interpersonal communication skills;
- Ability to think and plan strategically;
- Ability to identify and nurture talent, direct and lead staff, and build an effective team.

### Experience

- A strong background and experience in the performing arts is desirable;
- Teaching or administrative experience in an educational institution would be a strong asset;
- Management experience in a private, public or not-for-profit sector organization is desirable;
- Proven track record of achieving results, attaining objectives and meeting deadlines is essential.

### Education

- Post secondary graduation from a recognized educational institution; or equivalency in experience and training.