

JOB DESCRIPTION: Executive Director 2024-08-27

About This Role

The Guelph Youth Music Centre (GYMC) is a unique facility that educates, enriches, and fosters the development of youth and community through music and the arts. The GYMC operates the Guelph School of Music and hosts a variety of programs, including:

- The GYMC String Orchestra
- Kids Chorus
- Sound Explorers: Adapted Music Class for Children with Disabilities

The GYMC operates in a City of Guelph-owned facility and works collaboratively with City staff to oversee the functions of the building within the terms of the facility lease. The GYMC also rents out the facility to community organizations and is home to numerous other organizations, including:

- The Suzuki Strings School of Guelph
- Guelph Youth Singers
- The Acting Centre
- And many more

The Executive Director, working under the direction of the Board of Directors and in collaboration with GYMC staff, will create, operationalize, and promote the overall vision and direction of the GYMC. The Executive Director is responsible for overseeing the administration and development of the GYMC and its programs, including the Guelph School of Music, on a day-to-day basis.

Leadership

Responsibilities include collaborating with the Board of Directors to develop and implement a vision, mission, and strategic plan for the organization. It also involves identifying and communicating internal and external issues, advising the Board on organizational activities, promoting teamwork, acting as a spokesperson, conducting official correspondence, representing the organization at community activities, submitting recommendations to the Board, and participating in various committees.

Financial Planning, Management and Fundraising

Responsibilities include securing funding, preparing grant proposals, developing fundraising plans, overseeing donor databases, reporting to the board, managing finances, collaborating with a bookkeeper, and ensuring compliance with financial regulations.

Operational Planning and Management

Responsibilities include collaborating with facility staff to develop operational plans aligned with the organization's mission and strategic plans, evaluating facility-related issues, working with committees and board members to reach satisfactory conclusions, drafting policies and procedures, ensuring accurate maintenance of records, supporting the board in meeting preparation, identifying and monitoring IT needs, managing facility leases, overseeing rental pricing and contracts, and ensuring compliance with business tools and standards. This will require using GYMC Google Suite, *Amilia* program registration and facility booking software, *QuickBooks Online*, and *Ploto*.

Program Planning and Management

Responsibilities include working collaboratively with the GYMC team to oversee programs, events, and services planning, implementation, and evaluation, hiring and contracting staff, developing outreach programs, ensuring alignment with the organization's mission, monitoring program delivery, overseeing special projects, and identifying funding opportunities. Experience in writing grant applications is essential.

Human Resources Planning and Management

Responsibilities include determining staffing requirements for organizational management, collaborating with managers for faculty and facility needs, managing the hiring process, preparing an HR manual, supervising the Office/Facilities Manager, Program and Outreach Manager and Registrar, ensuring a safe work environment, implementing HR policies and procedures, providing staff orientation and training, conducting performance reviews, and handling staff discipline and releases. Additionally, ensuring you and all staff and volunteers working with children have up-to-date Vulnerable Sector Checks is crucial.

Volunteer Development

Responsibilities include identifying volunteer needs with staff and program instructors, managing volunteer resources, and maintaining accurate records of volunteer activities and hours at the GYMC.

Marketing and Community Relations

Responsibilities include developing and implementing marketing strategies, reviewing and supervising publications, communicating with stakeholders, and building relationships with community groups and other organizations to help the GYMC achieve its goals.

Risk Management

Responsibilities include identifying and assessing risks to clients, renters, staff, volunteers, property, finances, and the GYMC's image and implementing measures to control these risks. Additionally, it's important to ensure that the Board of Directors and GYMC have suitable insurance coverage and that the board and staff understand the terms, conditions, and limitations of the insurance.

Ideal Skills

The ideal candidate should have the following qualifications:

- A visionary individual capable of driving current programs and securing long-term revenue growth.
- Strong financial management skills, budgeting, and financial planning experience.
- Expertise in fund development, including grant writing and donor engagement.
- Exceptional interpersonal and leadership skills, with a focus on building strong relationships.
- Experience in managing people and building rapport.
- Preferred experience in the performing arts sector, particularly music education.
- Proficiency in using digital tools such as Google Suite, QuickBooks Online, social media platforms, and CRM systems.