



COASTAL



Coastal Jazz & Blues Society (CJBS)
Executive Director - Opportunity Brief

July 2021

Executive Director - Coastal Jazz and Blues Society, Vancouver (BC)

Background & Organizational Profile

Coastal Jazz and Blues Society (CJBS) is a Vancouver-based global leader in the presentation of innovative, educational, and transformative musical experiences. We are indoor and outdoor stages of soul-stirring music, from traditional stylists to cutting-edge adventurers to emerging genre-blenders and culture mashing collaborators. We are large-scale public events, and intimate club experiences. We are intercultural and multi-generational—joyous, jubilant, and celebratory. We are education programs where mystery becomes knowledge, and knowledge is shared.

Coastal Jazz ranks as one of British Columbia's largest not-for-profit music presenters, producing the annual TD Vancouver International Jazz Festival, the Bright Moments concert series, over 220 annual performances, and other year-round presentations. We strive to establish Vancouver as a centre for the creation and exchange of sound and ideas between the local, national, and international music communities.

In addition to our contribution to the music ecosystem locally, nationally, and internationally, we are committed to education and inclusivity. Our programs and activities, including the new Cypher program for marginalized youth, Artist Residencies, industry partnerships, and a renewed focus on accessibility and inclusion, have been enhanced over the past five years and will continue to be a strategic focus for our contribution to the artistic, cultural, and wider communities of our region.

Now in its 36th year, the Vancouver International Jazz Festival is the largest annual music festival in British Columbia. This year, CJBS curated and presented the only fully programmed jazz festival in Canada which involved producing over 80 live streamed performances in front of a limited seating "live audience".

Our Mission

To connect, transform, inspire, and nurture artists and audiences through the joy, passion, and power of jazz.

Our Mandate

The Coastal Jazz & Blues Society is dedicated to:

- Building and nurturing an appreciation for the vibrant cultural history and aesthetic of jazz and related music genres through live concerts, culturally and aesthetically diverse programming, and educational activities accessible to everyone.
- Supporting the development of the art form and the local, national, and international musicians who play it with a platform to showcase their work, actively nurturing and mentoring emerging artists, and creating unique artistic collaborative projects that cross genres, disciplines, geographic, and cultural boundaries.
- Being a leader in establishing viable partnerships and networks with local, regional, national, and international music communities.
- Building Vancouver as an important centre and cultural destination for the presentation of state-of-the art jazz and related music.

- Establishing strategic relationships and networks with individuals, businesses, governments and cultural agencies to support Coastal Jazz & Blues activities and initiatives.
- Educating youth and emerging artists about the history of jazz, its influence across various genres, and the limitless potential of creative music.
- Enhancing audience experience, development, knowledge, and engagement through outreach, education, and community programs.
- Upholding the highest standards of production and presentation in all of our undertakings.

Coastal Jazz and Blues Society (CJBS) is seeking an experienced and collaborative leader and coach to fill the position of Executive Director.

Executive Director – Position Profile

Reporting to the Board of Directors through the Board Chair, the Executive Director (ED) is responsible for managing all aspects of CJBS' internal operations and outward facing activities, ensuring the organization remains in compliance with the mission, vision, and the strategic priorities and goals of the Society. The Executive Director sets the strategic direction of the organization and leads the staff and volunteers in the execution of these goals and objectives. The ED will collectively support and further the artistic goals of the Society and its commitment to non-profit arts presenting. The Executive Director is responsible for:

Strategic Planning

Program Management

Public Relations

Fundraising, Development, and Donor Stewardship

Board Support and Governance

General Operations

Financial Management

Human Resources Management

Key Responsibilities

Strategic Planning

- Work with the BOD in setting out a vision for the organization's future, identifying critical issues that must be addressed in order to realize that vision, and establish short, medium, and long-term objectives.
- Monitor the success and outcomes of the strategic plan and provide updates to the Board as required.
- Ensure the organization has the necessary tools and resources (including people, processes, technology) and that it is properly aligned to execute on the strategic plan.
- Embrace and promote the role of technology in advancing CJBS' ability to reach a wider audience, deliver musical content, promote events and deliver on the Society's mandate.

Program Management

- Support the artistic programming by producing strategic, budgetary and operational direction and oversight.

- Work with the Programming to ensure that the artistic program is planned and executed in a way that supports the artistic vision of the organization in a fiscally responsible manner.
- Evaluate programming, project management, and delivery to ensure continued quality and alignment with the Society's mandate and key priorities.

Public Relations

- Use external presence and relationships to identify new opportunities for partnering with arts and cultural organizations, public and private sector agencies, educational institutions and industry associations.
- Maintain the organization's positive public image in the media and through collateral materials.
- Manage crisis communications and issues as they arise.

Fundraising, Development, and Donor Stewardship

- Oversee and maintain existing sponsorship/funding relationships and develop new and sustained sources of earned income and private and public sector investment, membership programs and individual donations.
- Develop and execute the annual Fundraising Plan, in a manner that is consistent with the annual budget, Strategic Plan, and other annual goals and priorities.
- Write and submit all regulatory, sponsorship and funding grants, reports and filings in a timely manner.
- Oversee all development work and ensure that an appropriate approach for pursuing funds and promoting development is undertaken.
- Maintain a close relationship with key individuals and corporate donors and work with the Development Committee to ensure that supporters are properly thanked and continuously engaged in our work.
- Provide leadership and creativity in fundraising efforts.

Board Support and Governance

- Report to the Board of Directors on all relevant information relating to the organization's operations.
- Attend board meetings and participate in Board discussions to plan the overall operations and support the governance of the organization.
- Work with the Board to identify and address organizational issues, develop policies and procedures.
- Implement Board decisions in a timely manner through engagement/management of available staff, contractors and volunteer resources.
- Develop, maintain and support the Board; serve as an ex-officio member of each committee and seek to build Board involvement in policy development and implementation.

General Operations

- Demonstrate initiative and teamwork by pitching in wherever needed (with staff, Board, contractor or volunteers) to get the job done and get to the desired outcomes.
- Ensure that appropriate risk management plans, health and safety, and related policies are in place for staff, volunteers, and visitors to the Coastal Jazz Office.

Financial Management

- Ensure that financial resources are managed in an accountable and transparent manner.
- Oversee the development of the annual operating budget, fund development and financial operations, ensuring timely reports are delivered to the BOD, including any corrective action plans.

- Ensure appropriate and accurate financial records are maintained, financial transactions are completed on a timely basis, and accurate financial reports are delivered to the Board as required.
- Ensure internal and external risks are carefully monitored and evaluated, and that effective risk mitigation strategies are identified to address these risks (e.g., changes in funding).

Human Resources Management

- Lead, motivate, inspire and manage/coach staff in a manner that supports the achievement of the Society's goals, while engendering a creative, entrepreneurial spirit throughout the organization.
- Ensure that the Society is effectively structured and staffed and oversee the hiring and evaluation of staff and contractors.
- Build a collaborative team culture that enables employee retention, engagement and development.
- Manage and evaluate performance of direct reports, and ensuring all staff (including indirect reports) have the appropriate performance evaluations, training, and professional development.
- Review existing HR policies/procedures on an annual basis and recommend changes to the Board as required.
- Foster a supportive and cooperative team (staff, contractors, volunteers) through regular employee communication and resolution of team conflicts.

Qualifications and Experience

As a respected and connected leader, the ED will have the following education and professional experience:

- Relevant educational background or experience in arts and/or business administration or related field.
- 7 to 10 years of leadership and management experience.
- Significant and proven leadership and management skills developed through progressive not-for-profit arts/culture management positions and working with large scale festival events.
- Experience in managing a multi-million-dollar annual budget.
- Successful experience in sponsorship/fundraising development.
- Excellent oral and written communication skills and significant grant writing experience.
- Proven experience in office administration, finance and budgetary processes and procedures.
- Ability to strategically establish and maintain relationships and partnerships with major donors/sponsors.
- Ability to be adaptable and work in a fast-paced, multi-tasking environment as part of a team.
- Passionate, idealistic, possessing integrity & a positive attitude, mission-driven and self-directed.
- A relevant undergraduate or graduate degree in a related field.

Leadership Capabilities

The ED plays a key role in achieving the Society's strategic goals and organizational culture. The successful candidate will bring the following leadership capabilities:

- **Strategic:** Takes a long-range, broad approach to problem solving and decision making through objective analysis, thinking ahead and planning.
- **Innovative:** Feels comfortable in fast-changing environments; considers new and untested approaches.

- **Collaborative:** Builds collaborative relationships internally and externally. Collaborates with staff and contractors providing leadership and support to guide their expertise and experience. Collaborates with other arts organizations, music festivals, societies and providers locally and internationally.
- **Consensual:** Values the ideas and opinions of others and collects their input as part of decision-making.
- **Coaching/Team Skills:** Develops a high-performing team through effective communication, goal setting, feedback and staff development. Develops and coaches staff to help them reach their full potential, recognize areas of improvement, and meet their goals. Enlists the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgment.
- **Persuasive:** Mobilizes internally and externally through persuasive communication, effective negotiation skills and focus on collaborative relationships.
- **Results-Orientation:** Adopts a strong orientation toward achievement; holding high expectations for self and others; pushing self and others to achieve at high levels.

Reporting Relationships

Reports to:

- Board of Directors (through the Board Chair)

Direct Reports:

- All Staff and Contractors from all functional areas including:
 - Marketing & Communications
 - Fundraising & Development
 - Programming
 - Finance, HR & Administration

How to Apply

This search is conducted by the Board of Directors of CJBS. To apply, please submit your cover letter and resume via our posting on either LinkedIn, Indeed, Charity Village, BC Arts Alliance or via hire@coastaljazz.ca.

Salary range: \$105K-\$115K.

Candidates must be legally eligible to work in Canada. This role is not eligible for relocation costs.

The closing date for applying is August 20, 2021, however we encourage early applications.

Coastal Jazz & Blues Society (CJBS) strives for meaningful employment from all communities and for its team to reflect the diversity of the communities we serve. CJBS is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process and work environment. Please let us know of any accommodations needed to ensure you have access to a fair and equitable process.

We will be contacting only those whose experience, skills and qualifications are best matched for the position. Thank-you in advance for your interest in this opportunity.