



JOB OPPORTUNITY - Executive Officer

Who we are

For over four decades, Halifax Dance, a registered charity, has been a nationally recognized leader in dance education. Halifax Dance is an integral part of our region's artistic life, educating dancers of all ages and abilities, supporting the arts community, and engaging in community activities.

Who you are

You are a seasoned leader with demonstrated abilities in not-for profit grant writing with demonstrated financial acumen. You are an enabler, passionate about the arts and someone who can take our organization to the next level. You have experience working with and reporting to boards and have experience leading a seasoned team of professionals through dynamic growth.

The opportunity

Halifax Dance is looking for a dynamic and experienced leader to serve as its Executive Officer. Despite the pandemic, Halifax Dance has experienced unrepresented growth.

As we prepare to expand our fundraising campaign, we are looking for an experienced fundraiser and grant writer to ensure our organization has the resources and support it needs to fulfil its mission.

The Executive Officer will support the board through our strategic planning process, with an emphasis on diversity and inclusion and engagement of our members and the broader community; and will support our existing leadership team in its delivery of the organization's programs.

Qualifications

Essential qualifications

- Experience working for a not-for-profit, in a leadership role
- Proven record as a successful fundraiser, with emphasis on grant acquisition
- Exceptional written, oral and interpersonal communication skills
- Experience managing financial and human resources
- Experience developing and maintaining relationships within the arts community

Asset qualifications

- Direct experience working for a dance school
- Knowledge of the local and national arts communities
- University degree

Salary and benefits

Salary will be commensurate with experience. Position is full time, and weekend and evening work may be required. 3 weeks of vacation.

Starting date

Position to start as soon as practical.

Application process

Candidates that meet the qualifications for the position should send a cover letter and resume to Victoria Horne, Board President (chair@hfxdance.ca). The deadline for applications is 11:59pm (Atlantic time), Wednesday, November 17, 2021.

Halifax Dance is committed to supporting a diverse, inclusive, barrier-free work environment that reflects the community we serve. We encourage members of the BIPOC and LGBTQIA+ communities to self-identify in their cover letter. If you need to be accommodated during the hiring process, please notify us when you submit your application. Halifax Dance will keep all information received in relation to accommodation confidential.

JOB DESCRIPTION- Executive Officer



ORGANIZATION

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EXECUTIVE OFFICER

Reporting to the Board of Directors, the Executive Officer will have overall strategic and operational responsibility for Halifax Dance's staff, programs, fundraising, and execution of its mission. The Executive Officer is a seasoned and well-connected member of the arts community with a passion for supporting and strengthening the local dance community, and advancing inclusion and diversity in measurable ways.

RESPONSIBILITIES

Stewardship and Fundraising

- Expand revenue generating and fundraising activities to support the delivery of Halifax Dance's mission.
- Lead the development and launch of our Cornerstone campaign
- Apply for and manage grants and other funding opportunities
- Secure and track financial support from individuals, foundations and corporations.
- Cultivate and steward relationships with sponsors and donors.
- Use external presence and relationships to garner new opportunities.
- Cultivate and manage relationships within the dance and broader arts community.

Leadership and Management

- Ensure ongoing programmatic excellence, and consistent quality of finance and administration, fundraising, and communications.
- Lead, coach, develop, and retain Halifax Dance's staff, particularly members of the leadership team.
- Actively engage and energize Halifax Dance members, board members, committees, alumni, partnering organizations, and funders.
- Maintain and support a strong Board of Directors; seek and build board involvement with setting strategic direction.

- Lead strategic visioning, long term program planning and organizational goal setting.
- Develop partnerships within the community, allied organizations and the private sector to further the vision of Halifax Dance.
- Work with staff to identify new and existing programs and monitor outcomes.

Financial Management

- Plan, budget and manage to ensure the financial sustainability of Halifax Dance.
- Administers the funds of the organization, according to the budget approved by the board.
- Ensure all expenditures are consistent with policies and approved budgets.
- Provide relevant financial updates to the board treasurer.
- Provide support to the preparation of the annual audited financial statement.

Diversity and inclusion

- Oversee the development and implementation of a diversity and inclusion policy.
- Build strong, lasting relationships with leaders within communities, including the African Nova Scotian, Mi'kmaq and diverse abilities communities.

Communications

- Support the Director of Operations in amplifying our message - from web presence to external relations with the goal of creating a stronger brand and increasing the visibility of Halifax Dance in the community, leading to increased membership and revenue streams.