



## Executive Director – Job Description

*Craft Nova Scotia is a Registered Canadian Charity under the name of the Nova Scotia Designer Crafts Council. The Craft Nova Scotia, Executive Director, reporting to the Executive Committee and Board of Directors is the most senior administrative position in the organization. The Executive Director directs and administers all Craft Nova Scotia programs and operations and supervises all members of the staff team and coordinates the activities of the volunteers of Craft Nova Scotia.*

The Executive Director will lead the organization at time of change and new directions. A visionary leader who will guide the organization in a program review and development of new strategic directions for the coming years.

As Executive Director, they will represent the organization and advocate for the creative and economic value of the Nova Scotia craft community and the work of Craft Nova Scotia. The Executive Director shall ensure that the directives of the Board are carried out in an effective manner. The Executive Director brings a commitment to elevating Craft Nova Scotia forward as an inclusive and equitable organization that fully reflects the diversity of the greater craft community.

The Executive Director of Craft Nova Scotia is responsible for the implementation, advocacy and communication of the vital role of craft in Mi'kma'ki - Nova Scotia. The Executive Director

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reports to the Board of Directors and is the champion for craft in the province. The *Centre for Craft Nova Scotia* is an integral part of the organizations public programming with the Mary E. Black Gallery, Artist Residencies, Workshops and Studios. Craft Nova Scotia manages the *Centre for Craft Nova Scotia*, under an agreement with the Province of Nova Scotia. The Executive Director develops partnerships with arts organizations, artists, the business community and government, and models through advocacy the value of the craft sector to the community, as a whole.

Craft Nova Scotia is a membership based, charitable society established to encourage and promote the craft movement in Nova Scotia, and

public awareness and appreciation of craft products and activities. The work of the Society is directed by the Executive Committee and Board of Directors, whose voting members are volunteers. The Executive Director is a non-voting, ex-officio member of the Board and all standing committees established by the Board to attend to the many activities essential to the attainment of the Society's goals.

It is the incumbent's responsibility to provide to the Board information and advice on matters pertaining to the operating of the Society and to coordinate the delivery of programs and services to

its members. The incumbent represents the Society to its members, outside agencies, government departments, and the public.

The major challenge in the position is the analysis of developments in the craft community and the screening of the express needs of members, to prepare sound recommendations to submit to the Board. The employee's own interest, participation, research, scholarship, and community activities in areas of interest to the Council will enhance the reputation of the Council and accordingly are encouraged.

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## Responsibilities

### **Governance, Board Administration and Support**

- Develop and guide the organization in a major program review and development of new strategic directions for the coming years.
- Develop policies and a renewed focus on creating an inclusive and equitable organization that fully reflects the diversity of the greater craft community.
- Work with the Board to develop, maintain and implement the strategic direction of Craft Nova Scotia.
- Develop operational directives based on the strategic plan and develop key performance indicators
- Work under the direction of the Board with latitude to operate the office and all programs within an approved budget.
- Prepare agendas for Board and Executive Committee meetings, maintains records of pertinent discussions, and takes necessary steps to develop and/or maintain programs in accordance with approved plans.
- Apply the mission, vision, values, goals and strategic targets set by the Board as a guide for all Craft Nova Scotia programs and actions
- Hold responsibility for the consistent achievement of Craft Nova Scotia mission and objectives in support of delivering its vision, while inspiring actions and championing initiatives to achieve those goals
- Identify, gather, assess, interpret, inform and act on information about community, artistic and funding trends and resources as they relate to communication, decision-making and long-term planning within the context of the mandate of Craft Nova Scotia and the long-term goals of the organization
- Develop, guide and position the activities of Craft Nova Scotia within the global cultural community
- Draft new and review existing policies for the approval of the Board and prepare procedures to implement organizational policies

- Demonstrate professional and ethical behaviour at all times
- Oversee the efficient and effective day-to-day operation of Craft Nova Scotia
- Identify and evaluate the risks to Craft Nova Scotia's members, staff and general public; to its property, finances, goodwill and image, and implement appropriate measures to control risks
- Ensure that the Board of Directors and Craft Nova Scotia carry adequate insurance coverage
- Develop and implement the organization's Strategic Plan in conjunction with the Board
- Assist in the selection, evaluation, and orientation of new Board members
- Identify, assess, and inform the Board of internal and external issues that affect Craft Nova Scotia
- Act as an advisor to the Board on all aspects of Craft Nova Scotia's activities
- Foster effective teamwork among the Board, Executive Committee, Executive Director and staff
- Maintain close contact with all committees, identifying opportunities for improvement and advising them accordingly, so as to ensure effective coordination of the Society's activities.

### **Fiscal Management**

- Prepare and monitor annual budget for Board approval with Treasurer
- Administer the annual operating budget, as approved by the Board, including approving all expenditures.
- Operate Craft Nova Scotia within the limitations of the budget and in consideration of post-COVID challenges.
- Together with the Board, develop and manage the fundraising and financial strategies of the organization; develop an annual budget; oversee the management of all funds, consistent with the organization's accounting policies
- Manage donor relations and annual donation campaigns
- Work with the Board to secure adequate funding for the operation of the Centre for Craft Nova Scotia
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funding to Craft Nova Scotia and the Centre for Craft Nova Scotia
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of Craft Nova Scotia and the Centre for Craft Nova Scotia
- Oversee the Craft Nova Scotia budget including planning, preparing, monitoring and administering; recommend opportunities to grow and develop sustainable revenue streams

### **Public Relations, Communication and Advocacy**

- Promote the role and importance of Craft Nova Scotia and the Centre for Craft Nova Scotia
- Maintain ongoing contact with members to provide them with an effective line of communication to the Board and Executive Committee.
- Meet with and engage leaders, decision-makers and the public across industries including the art and cultural sector, government and business community
- Involve themselves with various arts and culture boards and committees to ensure craft is represented in the local and regional arts community

- Maintain and build a public dialogue to illustrate the achievements of the craft sector in the province of Nova Scotia
- Speak at and attend public functions and events
- Respond to comments or concerns from the community and membership
- Provide leadership and support the mobilization of the craft community
- Exhibit a passion for craft, the arts, and a love of Nova Scotia while serving as the public face of the organization
- Serve as the spokesperson for Craft Nova Scotia; articulate and communicate the value of craft in improving our quality of life and promote community support of craft and the Centre for Craft Nova Scotia.
- Communicate with stakeholders to keep them informed of the work of the organization
- Actively advocate for the craft community with external stakeholders
- Connect and interact effectively with diverse individuals and groups across the breadth of Nova Scotia's arts community. This includes connections across art forms, with organizations, festivals, collectives, individuals, professional artists, community arts practitioners, arts administrators, and arts educators
- Direct and oversee the overall communications and marketing strategies

### **Funding and Grant Writing**

- Identify fundraising, funding, grant and philanthropic opportunities
- Pursue and incorporate additional revenue sources through a variety of mechanisms consistent with the mission of the organization
- Engage in research and development of craft sector initiatives
- Lead and direct fundraising initiatives, with the goal of increasing self-generated revenue
- Cultivate and foster relationships with a variety of granting agencies
- Based on the strategic plan, identify and apply to grant programs to support the organization's goals
- Investigate and advise the Board on creating programs and services for diverse communities
- Investigate new funding opportunities that increase the digital literacy and competencies of the organization, in the post-COVID environment.

### **Staff Leadership and Management**

- Demonstrate effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem-solving and goal setting
- Manage staff to ensure the effective and financially feasible implementation and promotion of an ambitious suite of craft programming
- Motivate and provide leadership to staff
- Foster a collaborative a diverse work environment
- Establish a positive, healthy and safe work environment
- Empower staff to think, act and plan in a collaborative manner

- Determine staffing requirements for organizational management and program delivery
- Facilitate the development and maintenance of human resources policies, procedures and practices including the development of job descriptions for all staff.
- Directly supervises the Craft Nova Scotia staff team, as outlined in the organizational chart, with direct and indirect supervision of all employees, as outlined.
- The Executive Director will complete employee performance appraisals on a regular basis, counselling them as required to motivate them to high levels of productivity.

### **Program Development and Management**

- Oversee the planning, implementation and evaluation of the Craft Nova Scotia and Centre for Craft Nova Scotia's programs and services
- Ensure the programs and services offered by Craft Nova Scotia contribute to the organization's mission and reflect the priorities and approved budget of the Board
- Monitor the day-to-day delivery of the programs and services of Craft Nova Scotia and the Centre for Craft Nova Scotia, to maintain or improve quality
- Provides Craft Nova Scotia representation to a number of national, regional, provincial and municipal organizations. Without limiting the generality of the foregoing, the Executive Director serves as a member of the board for the Cultural Federations of Nova Scotia, and Craft Alliance Atlantic Association.

### **Government & Sector Relations**

- Build and maintain good working relationships with key stakeholders including members of federal, provincial and municipal governments to help achieve the goals of the organization
- Act as the primary contact on craft for municipal, provincial and federal leaders
- Create the annual work plans and annual reports for funding agencies

## **Qualifications**

The successful candidate will have a University degree or equivalent, with 5-7 years' experience in a senior leadership role in the non-profit sector, preferably with a Charitable organization. Administrative ability essential and must have intimate knowledge of the crafts community, with preference given to knowledge of the Nova Scotian crafts community. Demonstrated financial management & accounting skills with direct budgetary responsibility in excess of \$500K per annum. Abilities with digital literacy and technologies are required. Must have knowledge of Sage 50 (formerly Simply) Accounting software, Microsoft Word, Access, Publisher and a strong knowledge of Excel fundamentals required, Microsoft Teams and Zoom. Candidate must be a Canadian Citizen or Permanent Resident and eligible to work in Canada.

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## Benefit Package

**Salary: \$47,000. - \$54,000. per annum**

The work week is based on 35 hours/week. Overtime is required and compensated as per personnel policy. Vacation is 3 weeks, prorated on time worked in first year, increasing in future years, based on personnel policy. Craft NS has an extensive benefit package that includes: Life Insurance, Long Term Disability, Medical & Dental coverage and a Pension Plan. Benefit package is administered by the Cultural Federation of Nova Scotia.

To be considered for this opportunity, please submit a **single PDF File containing a cover letter and a curriculum vitae** in confidence to: **Craft NS Hiring Committee** at: [craftns.hr.committee@gmail.com](mailto:craftns.hr.committee@gmail.com)

**The deadline for applications is 4:00 pm, 7 May 2021**

*We thank everyone for their interest, the Hiring Committee will only be contacting those candidates shortlisted for an interview. References will be requested at time of interview. Interviews will be held in person or via Zoom, depending on public health guidelines at that time.*

*Craft Nova Scotia is committed to employment equity and diversity in the workplace and welcomes applications from Indigenous persons, African Canadians, persons with disabilities, racially visible minorities, women, and persons of any sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to this position is Ability, Qualifications and Performance. Candidates who identify as a member of one of the afore-mentioned groups, and who wish to have the application considered as such, are invited to self-identify in the cover letter.*

