

Executive Director

JOB DESCRIPTION

POSITION POSTING DATES: Thursday, March 13 until Friday, April 4, 2025

START DATE: As soon as possible

HOURS: Full-time – 35 hours/week (Daytime hours + some evenings/weekends to attend programs, events, and meetings; exact work schedule TBD)

SALARY: \$60,000-\$70,000/year plus vacation & benefits as outlined in MCA's HR Policies

Manitoba Choral Association (MCA) is seeking a dynamic, visionary, and mission-driven Executive Director to continue to grow our organization as we enter our next chapter of elevating choral music in Manitoba.

Established in 1976, MCA is a non-profit organization that supports, strengthens, and promotes the choral arts in The Singing Province. Among our many activities, we present high-quality artistic, cultural, and educational programs and events; provide resources for choral singers, groups, and leaders of all ages, backgrounds, and abilities; provide opportunities for all Manitobans to experience and enjoy choral music; support and celebrate choral musicians, composers, and contributors through awards and scholarships; promote Manitoba choral concerts, events, and initiatives; and advocate on behalf of the choral community.

The Executive Director serves as a key leader and visionary for MCA, working closely with the Board of Directors, staff, volunteers, and community partners to oversee all aspects of the organization in accordance with MCA's strategic plan. This includes MCA's programs and services, stakeholder relations, fund development, communications and marketing, finance and administration, governance, and human resources. This is an exciting opportunity for a passionate individual to make a lasting impact on the Manitoba choral arts landscape, while helping us to expand our reach to choirs and deepening our connections with members, supporters, and the general public.

The full-time permanent position is based in the MCA office in Winnipeg; however, arrangements may be made to do part of the work remotely from time-to-time. Some evening and/or weekend hours will regularly be required for meetings and events.

In collaboration with relevant board, committee, and/or staff members, the Executive Director shall fulfill the following responsibilities:

Strategic Leadership & Vision

- Provide visionary leadership to guide MCA's growth
- Lead with a strong passion for the choral arts, advocating for choirs, choral professionals, and choral music education in the province
- Direct the implementation of MCA's vision, mission, and strategic and operational goals
- Shape and support MCA's IDEA (Inclusion, Diversity, Equity, and Accessibility) and Truth & Reconciliation work

Programs & Services

- Oversee the conception, planning, execution, and evaluation of all programs and events
- Attend all programs, events, and meetings (in-person or virtually as required)
- Participate in various program committees as an ex officio member
- Ensure programs and events align with MCA's strategic plan goals and values
- Manage program and event timelines
- Liaise and negotiate contracts with guest artists, musicians, and facilitators
- Coordinate bookings for venues, transportation, accommodations, and other logistics
- Manage the registration process and promotion for programs and events
- Track and process program and event payments
- Facilitate rentals and organize setup/teardown of event equipment
- Recruit volunteers for MCA's programs, events, and services, and coordinate volunteer communications and orientations
- Manage post-event evaluation process
- Oversee maintenance and function of choral music library of over 5,000 titles

Stakeholder & Member Relations

- Oversee maintenance of membership database
- Oversee annual membership renewals and new member recruitment
- Ensure MCA's brand integrity is maintained when communicating with members, volunteers, program participants, donors, funding partners, government officials, media, external organizations, and the general public
- Maintain regular communication with the MCA Executive, the MCA Board and membership, as well as regional and program committees and volunteers
- Represent MCA and promote programs at local, provincial, and national levels and amongst various related music and arts organizations and committees
- Manage relationships with potential sponsors and collaborating partners
- Serve as the primary spokesperson for the media and other agencies

Fund Development

- Secure and manage funding, grants, sponsorships, and other financial resources for program sustainability
- Ensure compliance with funding agreements and report on outcomes
- Manage donation appeals and donor relationships
- Plan and implement fundraising events and/or initiatives as required

Communications & Marketing

- Oversee development and implementation of MCA's Communications Plan
- Oversee the design and distribution of digital and print materials according to MCA's visual brand guidelines, including but not limited to MCA's biweekly newsletter, event programs, brochures, posters, and annual reports
- Oversee maintenance and updates of the MCA website and social media platforms

Finance & Administration

- Prepare and present annual budget in cooperation with the Treasurer
- Maintain financial records and accounts
- Authorize payments and deposits in collaboration with appropriate signing authorities
- Work with MCA Treasurer and auditors to complete MCA's annual audit
- Ensure robust financial controls and transparency in all financial operations
- Oversee all administrative functions of the MCA office
- Manage MCA paper and digital files, records, and archives
- Oversee inventory orders and accurate recordkeeping for office supplies, computers and equipment, promotional materials, event supplies, and merchandise
- Ensure organizational/annual reports are filed on a regular basis and in a timely manner
- Maintain software and databases related to programs, events, and fundraising

Governance & Human Resources

- Manage recruitment, hiring and training of new staff
- Supervise staff members
- Manage regular performance reviews of staff members
- Negotiate changes to and terminate staff contracts as required
- In collaboration with the Board and with appropriate Committees/Portfolio holders, develop, review and update governance and organizational policies, procedures, and Terms of Reference
- Prepare agendas for and report on programs and operations at Board, Executive, and Committee meetings

The ideal candidate will possess the following qualifications:

- Post-secondary education and/or training in a related field, or a minimum of five (5) years of related work experience or equivalent
- Excellent oral and written communication skills in English
- Excellent leadership and interpersonal skills
- Strategic thinker with the ability to identify opportunities and find creative solutions
- Detail-oriented
- Ability to inspire and lead others
- Skilled at setting and achieving short- and long-term goals
- Experience securing grants, sponsorships, and/or funding from government and private sources
- Experience leading teams and managing complex projects
- Experience managing programs/events (performances and/or choral events an asset)
- Strong financial management experience, including budgeting, bookkeeping, and processing payments
- Experience working with various technological platforms, CRMs, and computer software (including but not limited to Microsoft Office Suite, Adobe Acrobat, QuickBooks, Wix, and CRM Platforms)
- A Class 5 driver's license and access to a vehicle
- Appreciation for the choral arts and/or experience with non-profit arts organizations is preferred
- Training and/or experience in Inclusion, Diversity, Equity, and Accessibility (IDEA) is considered an asset
- Familiarity with CRA charitable guidelines is considered an asset
- French language skills are considered an asset

MCA is a great place to work! Full-time employment includes the following employment benefits and job perks:

- Flexible work hours
- Work laptop
- Three (3) weeks' annual paid vacation
- Up to one (1) personal day off per month
- Extended health & dental benefits and life insurance, AD&D, and LTD coverage
- Individual professional development expense account
- Work-from-home opportunities
- Positive, encouraging, and collaborative work environment
- Free parking on site
- Coffee and tea provided to employees on site
- And more!

MCA is committed to the principles of equity and diversity in employment. Applicants belonging to any of the following groups are invited to self-declare on their application: BIPOC individuals; newcomers to Canada; persons with a disability; and 2SLGBTQ+ persons. All qualified persons are encouraged to apply; however, priority will be given to Canadian citizens and permanent residents legally entitled to work in Manitoba.

This position may involve the following: regularly lifting up to 25 pounds, bending, reaching above shoulder level, pulling, standing, walking, climbing on a stepladder, typing, and sitting for lengthy periods at a time. The MCA office is located in the lower level of a building and is reachable by stairs or elevator.

MCA is committed to providing reasonable accessibility accommodations for any part of the application process if requested. MCA will work cooperatively and in a spirit of respect with all applicants in the accommodation process.

Employees may be asked to submit to a provincial child abuse check and/or police criminal record check during the course of their employment. All costs associated with such checks will be covered by MCA.

Interested applicants should submit both a resume and cover letter in confidence to Naomi Russell, Board President to naomi@mbchoralassociation.ca by Friday, April 4, 2025. Start date will be determined in conjunction with the candidate. We thank all applicants for their interest, however only those selected for an interview will be contacted.