

An Exciting Job Opportunity Awaits...

## Executive Director for the Nova Scotia Talent Trust



# Talent Trust

The Talent Trust is a registered charity. We support Nova Scotia's emerging artists of all disciplines in their formative years with scholarships and special awards.

## HELP US SUPPORT THE NEXT GENERATION OF ARTISTS AND CREATORS IN NOVA SCOTIA

The Nova Scotia Talent Trust (NSTT) is seeking an Executive Director, enthusiastic about the arts and keen to help the NSTT grow. Benefit from our inclusive culture that supports your work while also respecting conversation and debate. We appreciate self-learners with strong interpersonal skills. We will work together to develop a shared culture of inclusivity, loyalty and trust.

The pandemic has shown us even more how important the arts are for our well-being and health. The NSTT was fortunate to support 55 pre-professional artists in 2021. Help us secure the future of a diverse cultural legacy. Over the last two years, we gave out 35 Special Awards and 155 scholarships! Applications have been solid and plentiful, which means MORE fundraising and donations are needed to help these talented individuals achieve their dreams.

Since 1944, the Talent Trust has provided more than \$2.5 million to over 1,000 Nova Scotians, primarily young people, who have demonstrated talent and potential to become professional artists in theatre, dance, fine craft and design, music, circus arts, media, film, literary, and visual arts. There is no other comparable organization in the country. In 2019, the Talent Trust celebrated its 75th anniversary year featuring former scholarship recipients with a travelling art exhibition, pop-up events in theatre, music, dance, film screenings and more.

The Nova Scotia Talent Trust is a Registered Canadian Charity. The NSTT's Executive Director, reporting to the Executive Committee and Board of Directors, is the most senior administrative position. The Executive Director directs and administers all programs and operations and coordinates the activities of the NSTT volunteers.

The Executive Director will represent the organization and advocate for the creative and economic value of the arts in Nova Scotia by supporting pre-professional art students through scholarships and special awards. The Executive Director shall ensure that the directives of the Board are carried out effectively, including health protocols in regards to COVID-19. The Executive Director brings a commitment to elevating the Nova Scotia Talent Trust forward as an inclusive and equitable organization that fully reflects the diversity of the greater arts community.

**Job Opportunity: Executive Director for the Nova Scotia Talent Trust**

The Executive Director of the NSTT is responsible for the implementation, advocacy and communication of the vital role of art scholarships in Mi'kma'ki - Nova Scotia. In addition, the Executive Director develops partnerships with arts organizations, art students, individual donors, artists, the business community and government.

The work of the NSTT is led by a Board of Directors whose voting members are volunteers. In addition, 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 activities essential to attaining the Nova Scotia Talent Trust's goals.

It is the incumbent's responsibility to provide the Board information and advice on matters about the operation of the NSTT and coordinate the delivery of the scholarship and special awards program. In addition, the incumbent represents the NSTT to its volunteer members, outside agencies, government departments, and the public.

**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 the Arts and or a Charitable organization. Fundraising, networking and administrative abilities are essential. Intimate knowledge of and sensitivity to the Nova Scotia arts community is an asset. Openness to mentor scholarship applicants is desirable. In addition, they have demonstrated financial management and accounting skills with direct budgetary responsibility of over \$300K per annum, skilled in digital literacy (WordPress, Canva, Zoom, social media platforms, Mailchimp, etc.) and willing to adopt new technologies as required. Must know QuickBooks accounting software, Microsoft Word, SUMAC (or other CRM), and a strong knowledge of Excel fundamentals are essential.

The candidate must be a Canadian Citizen or Permanent Resident and eligible to work in Canada.

**Responsibilities**

- The Executive Director reports directly to the Executive Committee and Board of Directors and is the most senior administrative position
- The Executive Director is responsible for hiring, retention, and management of any other staff.
- Governance, Board Administration and Support
- Work with the Board to develop, maintain and implement the strategic direction of the Talent Trust
- Develop operational directives based on the strategic plan and develop key performance indicators



## Job Opportunity: Executive Director for the Nova Scotia Talent Trust

- Work under the direction of the Board with latitude to operate the office and all programs within an approved budget. The Executive Director develops the annual budget in consultation with the Treasurer, Executive Committee and the Board
- Prepare agendas for Board and Executive Committee meetings, maintain records of pertinent discussions, and take necessary steps to develop and sustain programs per approved plans
- Apply the mission, vision, values, goals and strategic targets set by the Board as a guide for all Nova Scotia Talent Trust programs and actions
- Monitor the Strategic plan and create annual reports
- Hold responsibility for the consistent achievement of NSTT's mission and objectives to deliver its vision while inspiring actions and championing initiatives to achieve those goals
- Identify, gather, assess, interpret, inform and act on information about community and funding trends and resources as they relate to communication, decision-making and long-term planning within the context of the mandate of the Talent Trust and the long-term goals of the organization
- Review existing and draft new policies for the approval of the Board and prepare procedures to implement organizational policies including, but not limited to, privacy policies and file retention guidelines
- Demonstrate professional and ethical behaviour at all times
- Oversee the efficient and effective day-to-day operation of the Talent Trust
- Identify and evaluate the risks to NSTT's members and the general public; to its property, finances, goodwill and image, and implement appropriate measures to control risks
- Ensure that the Board of Directors and the NSTT carry adequate insurance coverage
- Assist in the selection, evaluation, and orientation of new Board members
- Identify, assess, and inform the Board of internal and external issues that affect the Talent Trust
- Act as an advisor to the Board on all aspects of NSTT'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 to ensure effective coordination of the NSTT'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 the Talent Trust 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

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- Manage donor relations and annual donation campaigns
- Work with the Board to secure adequate funding for the operation of the annual scholarships and special awards
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funding to the Nova Scotia Talent Trust
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of NSTT
- Oversee the NSTT budget, including planning, preparing, monitoring and administering; recommend opportunities to grow and develop sustainable revenue streams
- The Executive Director works closely with the Auditor for the preparation and presentation of the year-end financial statements
- Must know QuickBooks accounting software, Microsoft Office and SUMAC (or other CRM)
- Strong knowledge of Microsoft Excel fundamentals are required

**Public Relations, Communication and Advocacy**

- Exhibit a passion for the arts and a love of Nova Scotia while serving as the public face of the organization
- Promote the role and importance of the Nova Scotia Talent Trust and its scholarship recipients
- Maintain ongoing contact with volunteer 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 arts and cultural sector, government and business community
- Maintain and build a public dialogue to illustrate the achievements of the scholarship recipients in the province of Nova Scotia
- Maintain and update NSTT's online presence (website, social media, email newsletters, etc.)
- Skilled in digital literacy (WordPress, Canva, Zoom, social media platforms, Mailchimp, etc.) and willing to adopt new technologies as required
- Speak at and attend public functions and events in the community
- Respond to comments or concerns from the applicants, community and volunteers
- Serve as the spokesperson for NSTT; articulate and communicate the value of the arts in improving our quality of life and promote community support of art studies in all disciplines
- Communicate with stakeholders to keep them informed of the work of the organization
- Actively advocate for the arts community with external stakeholders
- Connect and interact effectively with diverse individuals and groups across Nova Scotia's arts community. Including connections across art forms, with organizations, festivals, collectives, individuals, professional artists, community arts practitioners, arts administrators, and arts educators
- Direct and implement the overall communications and marketing strategies

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## **Fundraising 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
- Work closely with the NSTT Foundation Board to foster long term financial stability
- Lead and direct fundraising initiatives to increase the annual scholarship fund
- Cultivate and foster relationships with a variety of funding agencies
- Based on the strategic plan, identify and apply to grant programs to support the organization's goals and develop and implement a fundraising strategy
- Investigate new funding opportunities that increase the digital literacy and competencies of the organization in the post-COVID environment
- Develop and maintain lasting relationships with funders, sponsors, and donors of all levels

## **Leadership and Management**

- Demonstrate effective volunteer development and organizational skills in areas such as coaching, collaboration, problem-solving and goal setting
- Motivate and provide leadership
- Foster a collaborative and diverse work environment
- Establish a positive, healthy and safe work environment
- Empower volunteers to think, act and plan in a collaborative manner
- Determine staffing requirements for organizational management and program delivery in the future
- Facilitate the development and maintenance of human resources policies, procedures, and practices, including developing job descriptions for all staff

## **Scholarship Program Development and Management**

- Oversee the planning, implementation and evaluation of the Scholarship Program and the Annual Special Awards Ceremony and any other events in collaboration with community partners
- Ensure the programs and services offered by the Talent Trust contribute to the organization's mission and reflect the priorities and approved budget of the Board
- Maintain and update the application website in collaboration with the Web Maintenance Provider
- Monitor the day-to-day delivery of the programs and services to maintain or improve quality
- Identifies, recruits and trains volunteers to serve on the Scholarship Selection Committee

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### 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
- Referencing the Strategic Plan, create the annual work plans and annual reports for funding agencies

### Compensation Package

**Salary Range: \$45,000 - \$50,000 per annum, dependent on qualifications**

NS Talent Trust has an extensive benefits package that includes: Life Insurance, Long Term Disability, Medical & Dental coverage. The Cultural Federation of Nova Scotia administers the benefits package. The workweek is based on 40 hours/week. Some evening and weekend work may be required. Self-assigned and working from home is possible. 3 weeks of vacation.

To be considered for this opportunity, please submit a single PDF file containing a cover letter and a curriculum vitae in confidence to Talent Trust Hiring Committee at [director@nstalenttrust.ns.ca](mailto:director@nstalenttrust.ns.ca)

**The deadline for applications is 4:00 pm, November 5, 2021**

We thank everyone for their interest; the Hiring Committee will only be contacting those candidates shortlisted for an interview. We will ask candidates to bring three references to the interview. Interviews will be held in person or via Zoom, depending on public health guidelines at that time.

The Nova Scotia Talent Trust is committed to employment equity and diversity in the workplace. It 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 members of one of the groups mentioned above and who wish to self-identify are invited to do so in the cover letter.

**Expected Start Date: Monday, January 3, 2022, or sooner**