

# DSI Seeks New Executive Director

## ABOUT DSI

Incorporated in 1979, Dance Saskatchewan Inc. (DSI) is a non-profit organization committed to advancing, sharing, and promoting dance in Saskatchewan. DSI supports approximately 300 members, reflecting the involvement of roughly 7500 dancers, dance educators and dance enthusiasts, and representing a range of ages, cultures and dance styles. DSI provides its members with access to Canada's largest dance resource lending library, opportunities to showcase and experience dance, and access to DSI's 10,000 square foot facility.

DSI has undergone considerable change over the past five years. The organization has identified greater outreach as a priority, not only to rural communities, but also to schools and agencies that value and utilize arts as a developmental tool. DSI has seen much success in this realm; the organization must now determine how to build off this success to serve dance in Saskatchewan in a manner that is both inclusive and sustainable.

## POSITION DESCRIPTION

The Executive Director is a highly-skilled professional that plays a critical role of providing leadership to the organization and the Board members. The individual will be responsible for giving proper strategic direction to the organization. Reporting to the Board of Directors, the Executive Director will be responsible for leading organizational development and strategic planning, optimizing financial performance, building and managing cordial relationships with funders and donors, and overseeing the employees of Dance Saskatchewan Inc.

In this role, the candidate will be responsible for improving systems and procedures to accomplish the mission and reach the strategic imperatives of the organization. With the use of diverse methods, the ED will help train, coach and introduce strategies to retain high performing employees.

## REPORTING RELATIONSHIPS

Reports to: The Board of Directors

## START DATE:

May 1st, 2019

## SALARY:

Commensurate With Experience

## SPECIFIC ACCOUNTABILITIES

- Provide leadership to the organization in executing its strategic direction.
- Develop an operational plan that incorporates the strategic goals and objectives of the organization.
- Execute the organization's balanced Scorecard to achieve its deliverables.

- Ensure board members have up-to-date information on the condition of the organization and all critical factors affecting it; internally and externally.
- Develop plan to mitigate risks affecting the organization's resources such as human resources, financial resources, donor relationships, property etc.
- Establish and maintain good relationships and collaborative arrangements with government agencies, community groups, donors/partners, and organizations.
- Develop new fund-raising opportunities by introducing programs to DSI.
- Provide managerial oversight, develop marketing communications, and oversee tenant relationship of the organization's rental facility.
- Lead, coach, develop and retain high performance employees and senior management team.

## **ATTRIBUTES**

### Business Leadership

- The Executive Director should be an experienced business leader with strong business and financial acumen preferably in the non-profit sector.
- Portray the ability to develop strong relationships with community and business leaders to build partnerships for DSI.
- Provide leadership to staff, management team and effectively engage board members, in order to achieve the strategic imperatives of the organization.

### Strategic Thinking/ Decision making

- Displays a broad strategic view by generating growth and process improvement strategies.
- Futuristic thinking; focused on long term goals.
- Demonstrate strong problem-solving skills on key strategic issues facing DSI.
- The ability to maximize opportunities by leveraging on the organization's strengths.
- Exceptional decision-making ability; taking into consideration internal and external factors affecting the organization.
- Proven track record of cascading organizational strategic plan to all units and measuring organizational performance using the balanced scorecard.

### Effective Communication

- The executive director should possess the ability to clearly convey the organizational vision and strategic direction to staff members and external individuals/groups, in a manner that engages the audience and through a variety of media.

### Team Development

- Using diverse learning methods, the executive director should possess the ability to provide learning opportunities and coaching to employees within the organization.
- Proven track record of building cohesive teams and facilitating collaboration to achieve organizational goals and build a team-oriented culture.

### Funds Development

- Exceptional ability to develop and deliver a comprehensive funds development strategy to create sustainable funding streams.
- Proven ability to build new relationships with funders and donors, while managing existing relationships.

## **QUALIFICATIONS AND COMPETENCIES**

- A relevant degree with at least 6 years of management and leadership experience.
- Knowledge of and experience working in the non-profit sector.
- Demonstrated ability to manage key external relationships, including funders, business partners, and government agencies.
- Experience working with the balanced scorecard methodology is an added advantage.
- Proven track records in planning and organizing funds development activities.
- Experience in developing and implementing risk management plans.
- Proficiency in fiscal management, business finance, and budgeting.
- Experience in Human Resource management.
- Successful grant writing and reporting experience an asset.

Please [email resume](#) and cover letter to Attn: Diane

For more information call: 306-931-8480 or toll free in SK 1-800-667-8480

**DEADLINE FOR APPLICATION:** March 22nd, 2019