

DIRECTOR OF OPERATIONS JOB DESCRIPTION

ORGANIZATION OVERVIEW

The Powell Street Festival Society's (PSFS) mission is to celebrate Japanese Canadian arts and culture to connect communities. The main activity is producing the Powell Street Festival (PSF), an annual celebration of Japanese Canadian arts, music and culture in Vancouver's historic Japanese Canadian neighbourhood, Paueru Gai in the Downtown Eastside (DTES). With the support of over 250 volunteers, this two-day free event is the largest of its kind in Canada and the longest running festival in Metro Vancouver. PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

DUTIES AND RESPONSIBILITIES

Organization Governance: Works with the Board and the Director of Programs to develop strategy and fulfill the organization mission.

- Responsible for co-leading PSFS in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Accountable for leading the process to support the Board and Director of Programs in the development of a strategic plan and to assure development of relevant operational and/or work plans to support the implementation of the strategic plan.

Financial and Risk Management: Accountable for management of all resources and risks to ensure the financial health of the organization.

- Responsible for the fiscal integrity of PSFS by working with the bookkeeper and Board Treasurer to present to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management within the approved budget and maintenance of the organization in a positive financial position.
- Manage Society cashflows and oversee reconciliation of accounts monthly with bookkeeper.
- Prepare financial reports and liaise with auditor in the preparation of the annual financial statements.
- Oversee preparation and submission of federal and provincial tax reports, Workers' Compensation reports, annual Registered Charity Information Return, with bookkeeper.
- Oversee preparation and submission of SOCAN reports, annual reports to BC Registry Services and other required government reports.

Fundraising and Development: Responsible for the development of funding and financial opportunities necessary to support and PSFS' mission.

- Manage fundraising and sponsorship campaigns.
- Prepare and submit Operating and Project grant and foundation applications and reports in collaboration with other staff.
- Participate in Fundraising Committee meetings when required.
- Investigate new sources of revenue (grants, donors, foundations and sponsors).

Organization Operations: Accountable for all operations including PSFS staff and volunteer management and engagement to ensure that the operations of the organization are maintained.

- Maintain relevant HR systems, processes, and policies to assure effective recruitment, hiring, management, and ongoing development of salaried and contract employees.
- Lead the recruitment, hiring, management, and ongoing development of direct reports, including the Development and Admin Coordinator
- Support the Director of Programs in their recruitment, hiring, management, and ongoing development of other salaried and contract employees, as required.
- Responsible for managing PSFS's volunteer strategy and program and supporting volunteer engagement in close collaboration with relevant Committee Chairs.
- Responsible for establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
- Ensure that PSFS' policies and procedures as determined by the Board are followed.
- Responsible for reviewing, approving, and signing all notes, agreements and other instruments made and entered into and on behalf of the organization as delegated by the Board.
- Responsible for the maintenance of the society's records and databases.
- Responsible to oversee the organization and management of Board and committee meetings.
- Responsible for other duties as assigned by the Board.

Qualifications and Experience

- A bachelor's degree or equivalent.
- Five or more years non-profit management experience.
- Skills to collaborate with and motivate Board members and other volunteers.
- Ability to interface and engage with diverse volunteer, donor groups and stakeholder organizations.
- Budget management, including budget preparation, analysis, decision-making and reporting.
- Human resources responsibilities with employees, staffing, team building, and performance management.
- Records management for a non-profit society records, including hard copy, databases, and electronic media.
- Strong written and oral communication skills, including ease with public speaking.

- Knowledge of grant applications and fundraising strategies in the non-profit sector.
- Working knowledge of Japanese or other Asian languages is an asset, and/or experience working with non-native English language speakers.
- Specific experience with, or knowledge of, the national and local Asian Canadian arts scenes, the mainstream arts community, and of the operations of non-profit societies is also desirable.
- Candidates should be familiar and comfortable working in the Downtown Eastside Neighbourhood in which the Festival has been held for over 40 years.

Personal attributes

- Adaptable: demonstrates a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Behave ethically: understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Build relationships: establish and maintain positive working relationships with others, both internal and external to the organization.
- Communicate effectively: speak, listen, and write in a clear, thorough, and timely manner.
- Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness and sustainability.
- Lead: motivated self-starter to positively motivate others to achieve results.
- Make decisions: understand the boundaries between Board of Director's role and executive director's role when assessing situations to determine the importance, urgency and risks and make clear decisions when timely.
- Organize: set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Reports to: Board of Directors

Supervises: Development and Admin Coordinator
Relevant contractors

This is a full-time position (35 hours/weekly) with extended health benefits. The position is in the hourly wage range of \$29.90 - \$40.50 depending on experience. PSFS's offices are located in downtown Vancouver, with all staff members working virtually through the pandemic.

Open until filled.

Applications will be accepted by email only. Please submit a resume and cover letter to jobs@powellstreetfestival.com, and include "Director of Operations" in the subject line. No phone calls please.

