



CALL FOR APPLICATIONS:

Executive Director

Tangled Art + Disability

October 2017

Part-time, 32 hours/week

\$50,000 Salary

2 weeks vacation

One-year contract with potential for renewal

Some evening and weekend work is required.

Deadline for applications: October 15, 2017.

For an accessible version of this job posting please [click here](#).

Tangled Art + Disability is a **registered charitable** organization with a mandate to support Deaf, Mad and disability-identified artists, to cultivate Deaf, Mad and disability arts in Canada, and to enhance access to the arts for artists and audiences of all abilities. Located in a dynamic arts complex of galleries, studios, festival offices and like-minded arts and community groups in Toronto, Tangled is a rapidly growing cultural leader in the area of disability and arts.

Tangled is currently recruiting for an Executive Director to play a critical role in shaping the development of our ground-breaking organization. The Executive Director is the senior administrative officer of Tangled, responsible for providing leadership to the full-time, part-time, contract and volunteer staff, working directly with and reporting to the Board of Directors, and overseeing day-to-day financial and administrative management of the organization.

Working collaboratively with Tangled's Board of Directors and Artistic Director, the Executive Director has the opportunity to significantly



contribute to the future of Deaf, Mad and disability arts in Canada and beyond. Tangled is experiencing an exciting period of growth, having recently launched the Tangled Art Gallery (TAG), a public exhibition space where we showcase the highest quality of work by Deaf, Mad and disability-identified artists year-round and developing new and innovative practices for accessible arts presentation.

PRIORITIES AND KEY RESPONSIBILITIES:

The person in this role fulfills a wide range of specific duties, including:

- **Financial Management:** Direct, coordinate and oversee all financial elements: budget and financial planning, accounting, auditing, public and private financing, insurance and risk management, and information systems
- **Organizational Management:** Responsible for overseeing all of the organization's operations, ensuring projects and programming are delivered on schedule and on budget; direct and oversee all administration
- **Fundraising:** Develop an annual calendar of granting opportunities and lead on all fundraising activities including grant writing and reporting, researching new funding opportunities, maintaining relationships with funders
- **Donor & Sponsor Relations:** Responsible for developing and maintaining relationships with current and new corporate sponsors and individual donors
- **Strategic Planning and Implementation:** Responsible for the implementation of Tangled's Strategic Plan including milestones and key deadlines
- **Staff Supervision:** Directs and oversees human resource management, provides performance reviews, ensures compliance with labour laws and employment standards, administration of procedures for recruitment, retention and termination



- **Business Development:** Play an important role in the development of new business ventures as well as new initiatives to support fundraising and development efforts
- **Board Communications:** Attends board meetings and reports to the Board of Directors on Tangled's progress with the Strategic Plan, key events and milestones and to provide financial updates. Acts as the liaison between Board and staff regarding the Strategic Plan implementation and communication updates.
- **Vision and Mandate:** In collaboration with the Board of Directors and Artistic Director, the Executive Director is responsible for developing and implementing the long-term vision for the organization in accordance with the organization's mandate

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Strong leadership skills, with demonstrated ability to engage diverse stakeholders in achieving a vision
- 3-5 years of not-for-profit experience in a management or senior leadership position, preferably in the arts and culture sector
- Proven success in fundraising and grant writing, with an understanding of the current arts funding climate
- Knowledge of fundraising strategies and donor relations unique to not-for-profit and arts sectors
- Excellent interpersonal and relationship-building skills, including a proven ability to engage sponsors, donors and community leaders
- Significant experience managing budgets, including budget preparation, analysis, forecasting and reporting
- Demonstrated project management, administration and organizational skills
- Extensive experience in managing community-engaged arts projects or programs
- Excellent verbal and written communication skills



- Demonstrated commitment to working collaboratively and collegial spirit;
- Experience working with volunteer boards and committees
- A complex understanding of the arts ecology and its various communities, including the barriers to engagement facing diverse artists and communities
- Knowledge of and experience within Deaf, Mad and disability arts and culture

TO APPLY:

Qualified candidates should submit a detailed resume and letter of interest no later than October 15, 2017 at 5:00 pm EST to careers@tangledarts.org. Start date is November 13, 2017. No phone call inquiries, please. Candidates selected for interview will be contacted by October 23, 2017.

Tangled Art + Disability is strongly committed to equity and values diversity. We encourage applications from First Nations, Métis and Inuit persons; members of racialized communities and LGBTQ-identified persons. Applications from Deaf, Mad and disability-identified persons will be prioritized.