

Job Posting

Associate Director

Full time, 2-year contract**Application period:** October 31 or open until filled**Compensation:** \$67,000–79,000 starting salary range (commensurate with experience) and benefits, which include health and dental insurance, gym membership/wellness supplement; 3 weeks vacation**Eligibility:** Canadian Citizen or permanent resident or refugee status with legal entitlement to work**Job Location:** Vancouver, British Columbia**Reporting to:** Executive Director

221A is seeking applications for the role of **Associate Director** to lead the organization's dynamic and growing operations. 221A is a not-for-profit cultural R&D organization that commissions research, public art and educational programs and operates cultural production on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations in the area also known as Vancouver. The candidate will work closely with the Executive Director, to achieve the organization's administrative, artistic, financial, human resources, community empowerment, and technical objectives.

If you're asking yourself these questions and are interested in contributing to the following projects, 221A could be the place for you! We're asking these questions:

- How can 221A honour the unceded sovereignty of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations?
- How can 221A advance the meaningful participation and visibility of Indigenous, Black and racialized people in its governance, leadership, workplace, programs, services, and partner institutions?
- How can artists and art organizations co-create material and structural social change with those marginalized by the arts? What does it mean to live under capitalism and make active choices to slow down, honour ourselves and our abilities?¹
- How can artists and arts institutions nurture regenerative land-use practices? How can artists and arts organizations contribute meaningfully to civic and urban planning?
- What is the possibility for relationships between art and design sectors in the 21st century? What does the future of cultural work look like with the emergence of new digital economies?
- How can 221A support the reciprocal health of other non-profit organizations, artists and all workers?

Candidate Qualifications

- **Experience:** 5+ years of related work experience in nonprofit management or equivalent experience. Experience in the arts and culture sector, government/public administration, civic/facility/urban planning, broader non-profit sector is an asset.
- **Education:** master's degree in a relevant field or equivalent working experience. Knowledge of

¹ 221A gives thanks and credit to Riel Manywounds and Mountain Standard Time Performative Art Festival Society (M:ST) for these prompts in their 2021 call for board candidates.

WCB regulations, human resources, contracting, negotiating, and management, finance, accounting, budgeting and best practices in internal controls, knowledge of federal and provincial regulations.

- **Attributes:** comfort and experience with public speaking to large and small groups on complex topics. Exceptional relationship-building and interpersonal communication (written and verbal) skills. Excellent judgment and creative problem solving skills including negotiation and conflict resolution. Energetic, flexible, collaborative and proactive. Ability to meet deadlines and follow projects through to completion.
- **Cultural competencies: understand the conditions, stakeholders, factors of influence, engagement expectations that may be encountered in providing services for Indigenous, Black, racialized, queer, trans, non-binary and two-spirit, disability, and low-income communities.**
- **Specific skills: Anti-racism skills, emotional intelligence (EQ), HR/talent management, drafting and developing organizational policy** excellent skills in word processing and spreadsheets, excellent time management skills, proven ability to learn and work collaboratively on a small team (10–20 people); proficiency with email, text messaging and with office telecommunications tools such as Slack; ability to comprehend architectural drawings and plans; capital planning experience is considered an asset.
- **Languages:** English proficiency. Second language fluency is considered an asset.

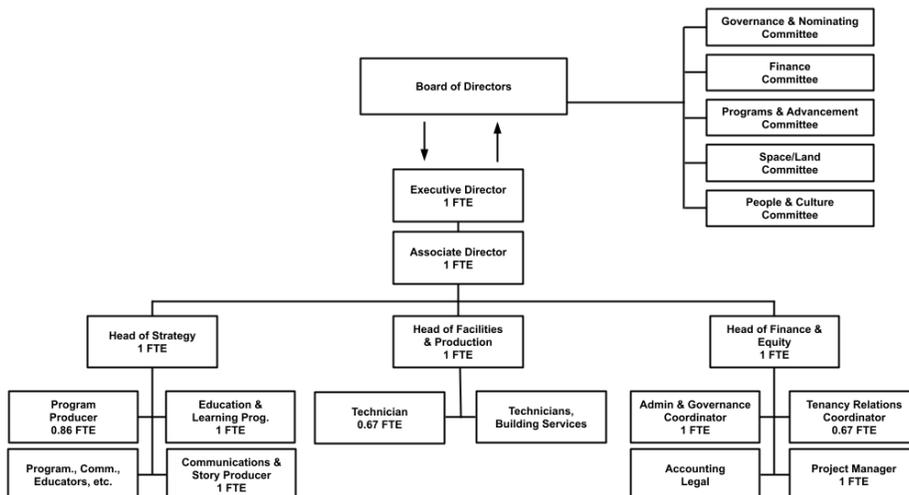
Working Conditions

The **Associate Director** is exposed to noise and regular flow of people from the office and facility environment. Have the capacity to work from home and/or remotely for extended periods. Have the capacity for extended periods of concentration with computer and mobile phone technology.

Responsibilities

Reporting to and working closely with the Executive Director of 221A, the Associate Director works with the organization's programming and services teams to set and achieve annual plans. The Associate Director is an inspiring and inclusive organizational leader **and has an ongoing practice of empowering historically excluded communities.** The Associate Director attends all meetings of the Board of Directors and assumes responsibilities in the absence of the Executive Director, and will assume these responsibilities as Acting Executive Director.

2021 Organizational Chart



Leadership

- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of their purpose, role and contributions to the organization.
- Serve as an advisor and co-strategist to the Executive Director, providing sound counsel and confidentiality.
- Ensure external programming and internal culture, policies and practices align with the organization's commitment to Indigenization, anti-racism and accessibility.
- Provide a supportive day-to-day leadership presence for staff.

Planning

- Develop, implement and monitor progress on the Annual Plan, including setting and achieving targets for fundraising and advancement, communications, marketing, research programs and initiatives, education and learning programs and initiatives, artist studio and facility services.
- Participate as a member of the fundraising team and assist with increasing fundraising abilities of the organization including: identification and analysis of prospects, creation of content and materials to support fundraising activities, and representing organization at external fundraising events and meetings.
- Oversee and analyze success and challenges with current programs and services. In collaboration with the leadership team, design and develop program offerings and metrics based on analysis, in accordance with strategic plan, and in support of organization's mission, to increase depth and breadth of impact.
- Develop long-term strategies for organizational staffing and structure that ensure 221A's current and future resourcing needs are met.

Financial Management

- Oversee and lead the annual budgeting process, including work with the administrative staff to prepare the \$2–3M operating budget and rationale for review and approval by the Executive Director and board of directors, manage effectively within the organizational budget, and report accurately on progress made and challenges encountered.
- Work with the leader of each business line to create operational budgets and deliver an organization-wide annual budget based on input from each program area.
- Oversee long-range strategic financial and budgetary planning and cost management in alignment with strategic plan.
- Ensure continued financial viability through sound fiscal management. Serve as the staff liaison to the Finance and People committees. Effectively communicate and present critical financial matters at board of directors and committee meetings. Provide strategic recommendations to the executive director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Work with the Executive Director, Head of Strategy and grant writing team to align financial management with short- and long-term fundraising planning and projections.
- Ensure sound fiscal policies, procedures and internal controls; cash flow management plan in place; and compliance with requirements from funding sources as well as federal and provincial authorities/regulators.

Human Resources and Workplace Satisfaction

- Lead, coach, develop, and retain employees

- Develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate ongoing progress toward goals and overall performance.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Provide mentorship and guidance, and alleviate and address individual and group concerns as necessary.
- Ensure staff members receive timely and appropriate training and development.

Organizational Growth and Development

- Support the Executive Director in the development, planning, implementation, and analysis of development initiatives as needed.
- Provide cross-functional supervision to staff members who have assignments that support special projects.
- Perform analysis and strategic consultation on major issues impacting the organization; and prepare briefings, memos, or presentations to communicate findings.

Other

- Attend and participate in Board and Executive Committee meetings.
- Represent the organization externally, including participation in working groups and committees, speaking at public events and meetings.

Employment Equity

221A is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental ability or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, 221A has a special concern with the participation and advancement of members of the following designated groups that have traditionally been disadvantaged in employment within the cultural sector: Black, Indigenous and racialized people, people living with disabilities, and two-spirit, queer, trans and non-binary persons.

Apply

- Black, Indigenous and racialized people are encouraged to apply
- People living with disabilities are encouraged to apply
- Women, queer, trans and non-binary people are encouraged to apply

Send your cover letter and CV/resume by email to hr@221a.ca. The call will remain open until the position is filled. Unfortunately only those applicants under consideration will be contacted.

Please use the following “[Full Name], Associate Director” in the Subject Line.