

Kingston Pride – Festival Director

Job Title: Festival Director

Number of Positions: 1

Job Type: Part-time with increase to full-time during festival season

Date Posted: December 21, 2018

Closing Date: January 31, 2019

To apply for this position, please send a resume and cover letter to admin@kingstonpride.ca.

Opening Statement

Kingston Pride Inc. is a grassroots organization established in 1989 that works to promote awareness and inclusion of the LGBTQ+ community. Kingston Pride Inc. coordinates a wide range of activities to celebrate diversity in Kingston and the surrounding area. While events take place year-round, Pride Month is celebrated every June with the Pride Festival, Pride Parade, and other social gatherings. Previously, the month-long Pride celebrations have been organized by dedicated volunteers. In the spirit of innovation and with a goal of bringing national recognition to the Kingston Pride community, Kingston Pride Inc. is looking to hire a Festival Director to oversee the 2019 Kingston Pride Festival.

Position Summary

The Festival Director takes direction from the Kingston Pride Inc. Board of Directors and is the key management leader of the Kingston Pride Festival. The Festival Director is responsible for overseeing the administration, programs, and planning of the festival. Other key duties will include (but may not be limited to): fundraising, marketing, and community outreach. The position reports directly to the board of directors.

Position Specifications

Compensation to be negotiated. The job term will commence in mid-February 2019 and end in late June 2019 at the culmination of Pride Month in Kingston. The position will grant time off only in the case of Statutory Holidays.

Key Accountabilities and Responsibilities

1. Board Governance: Works directly in coordination with the Board of Directors
 - a. Responsible for leading Kingston Pride Inc. in a manner that supports and guides the organization's mission and goals as defined by the Board of Directors
 - b. 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.
 - c. Reports to the Board of Directors in a format as determined by the Board.
2. Financial Performance and Viability: Develop resources to ensure the financial health of the organization
 - a. Responsible for the fiscal integrity of Kingston Pride Inc. This includes (but is not limited to) submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
 - b. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
 - c. Responsible for fundraising and developing other resources necessary to support Kingston Pride Inc.'s mission
3. Organization Mission and Strategy: Works with board and staff to ensure the mission and goals are fulfilled through events and programs, strategic planning and community outreach
 - a. Responsible for contributing to the implementation of Kingston Pride Inc.'s programs that carry out the organization's mission through 2019 Pride Festival proposals and event specific documentation.
 - b. Responsible for contributing to strategic planning to ensure that Kingston Pride Inc. can successfully fulfill its mission and goals into the future
 - c. Responsible for the enhancement of Kingston Pride Inc.'s image by being active and visible in the community by working closely with other professional, civic, and private organizations
4. Organization Operations: Oversees and implements appropriate resources to ensure the operations of the organization are appropriate
 - a. Responsible for effective administration of Kingston Pride Inc.'s operations
 - b. Responsible for assisting in recruitment and training of willing, competent, and qualified volunteers
 - c. With prior Board approval, on a case by case basis, responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

Qualifications, Competencies

- Transparent and high integrity leadership style
- Post-secondary degree/diploma in business management or a related field
- Three or more years of related experiences in non-profit management
- Extensive knowledge of and experience with budget management including budget preparation, analysis, decision-making, and reporting
- Knowledge of fundraising strategies and donor relations unique to non-profit sector

Skills, Abilities

- Ability to convey a vision of Kingston Pride Inc's strategic future to the Board of Directors, its donors, and volunteers
- Effective collaboration and motivational skills to work with diverse board members, donors, and volunteers
- Strong organizational abilities including (but not limited to), planning, delegating, program development, and task facilitation
- Strong written and oral communication skills; strong public speaking ability
- Experience with conflict resolution and team building

Work Demands

- Planning and operation of annual budget (in collaboration with the Treasurer)
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit as directed by the Board.
- Serve as Kingston Pride Inc's spokesperson to the organization's membership, the media, and the public (in collaboration with the Chair)
- Establish and maintain relationships with various organizations in Kingston and the surrounding area. Utilize those relationships to strategically enhance Kingston Pride Inc's mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase to the overall visibility of Kingston Pride Inc. throughout Kingston and the surrounding area.
- Oversee Board and committee meetings in relation to the 2019 Pride Festival
- Oversee marketing and other communications efforts in relation to the 2019 Pride Festival
- Review and approve contracts for services as directed by the Board
- Supervise and collaborate with volunteers
- Other duties as assigned by the Board of Directors

Closing Statement

For more information, visit our website at www.kingstonpride.ca. Your resume and cover letter must clearly demonstrate how you meet the requirements of the position. We thank all of those who apply; however, only those selected for further consideration will be contacted.