

## 2018 JOB DESCRIPTION: EXECUTIVE DIRECTOR

Founded in 1997, the **Toronto Reel Asian International Film Festival (Reel Asian)** is a unique showcase of contemporary Asian cinema and work by East, South and Southeast Asian artists and the Asian diaspora. As Canada's largest Asian film festival, Reel Asian provides a public forum for Asian media artists and their work, and fuels the growing appreciation for Asian cinema in Canada. In addition to the annual film festival, Reel Asian organizes year-round programming and educational initiatives in partnership with local schools and arts organizations around the GTA. Reel Asian will be celebrating its 22<sup>nd</sup> annual festival November 8-16, 2018.

### Position Summary:

The Executive Director provides leadership to staff and volunteers in managing the operations, financial, human resources and business development of the festival, and implements and ensures the successful delivery of the strategic mandate of the organization. The Executive Director administers the daily and festival responsibilities, strategic goals and objectives under the direction of the Board of Directors.

### Requirements:

The ideal candidate will have

- Minimum five years relevant experience managing a non-profit or arts & culture related corporation
- Experience working with a volunteer board
- Experience with corporate fundraising and government granting processes
- Excellent verbal and written communication skills
- Access to well-developed network of corporate contacts
- Ability to create and grow long term, mutually beneficial partnerships
- Good knowledge of the film and entertainment industry and/or Asian cultural affairs
- Ability to problem-solve in fast-paced, team-oriented environment
- Ability to multi-task and deliver results
- Demonstrated experience in managing and empowering a staff team
- Experience speaking with media, public and stakeholders
- Fluency in Asian language considered an asset

### Salary & Benefits:

- 5 days a week; some evenings and weekends required
- 2 weeks paid vacation
- Salary commensurate with experience
- Health benefit coverage
- Flexible working hours
- Professional development supplement

### Responsibilities:

#### *Operational Leadership & Financial Management*

- Providing staff leadership and delegating initiatives to successfully execute strategic plans
- Overseeing and executing year-round events, as well as the annual festival
- Ensuring the financial well-being of Reel Asian including adhering to a comprehensive budget, and managing accounts payable, accounts receivable, remittance and financial audit with support from the Accountant and Board Treasurer
- Preparing monthly cost reports and statements on Reel Asian's operations for Board meetings
- Regularly attending and reporting at Board meetings, and other duties as required
- Act as the representative on the Executive Committee for the joint management of the shared space at The Commons

#### *PR & Strategic Partnerships*

- Developing strategic partnerships to strengthen Reel Asian's brand and community profile, including, but not limited to, marketing and community collaborations, and programming opportunities
- Communicating the organization's strategic direction, vision and goals to appropriate internal and external stakeholders

- Representing Reel Asian at local corporate and community events and media conferences

*Business Development*

- Together with the Development Manager, responsible for growing incremental revenue through public and private funding for the organization
- Ensuring business development targets are met with support from the Development Manager and Development Advisory Committee
- Growing organizational capacity by identifying funding opportunities aligned with Reel Asian's mandate
- Writing of public and private grant proposals; fulfilling all grant requirements including reporting
- Growing incremental revenue through public funding for the organization
- Developing and strengthening the organization's relationships with public and private funders through ongoing stewardship and contact

**Application Deadline: October 31, 2018**

**Start Date: January 2, 2019**

Apply with CV, cover letter and 3 references to: jobs [at] reelasian [dot] com (include "Executive Director Application" in subject line) or in writing to:

Toronto Reel Asian International Film Festival  
401 Richmond St W, Suite 448  
Toronto, ON M5V 3A8

No phone calls or drop-ins please. For more information about Reel Asian, visit [www.reelasian.com](http://www.reelasian.com).

We thank all applicants for their interest however only those selected for an interview will be contacted.

Reel Asian welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Reel Asian is an equal opportunity employer.