



EXECUTIVE DIRECTOR

OPPORTUNITY BRIEF



out on screen

For more information, please contact:



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ROLE OVERVIEW

Out On Screen in Vancouver, BC is currently accepting applications for an experienced **Executive Director** with strong people leadership and advocacy skills, as well as experience with non-profit organizations and the LGBT2Q+ community. This is an opportunity to lead a growing organization whose mission is to illuminate, celebrate, and advance queer lives through film, education, and dialogue.

The Executive Director provides essential leadership in advancing the organization's strategic direction, workplace culture, and stakeholder relationships. This position is entrusted with the fulfillment of the mission, vision, and strategic plan of the organization, and is the lead staff person for organizational governance. Further, this role is the key and leading role for the business of the organization, and involves planning, organizing, directing, controlling, and administering all Society operations.

This high-profile position requires a dynamic, adaptive, and resourceful leader who, amidst an ever-changing environment, inspires committed engagement in diverse communities, staff, and board alike. The Executive Director is a strong people leader with the emotional intelligence needed to foster a safe and supportive environment for staff through proactive conflict management. Further, the Executive Director leads with an anti-oppression lens, in both practice and approach. The Executive Director's leadership is consistent with the Society's Vision, Mission, Guiding Principles, Values, Governance/Operational Policies, and Strategic Plan.





ORGANIZATIONAL PROFILE

Out On Screen is a Vancouver-based registered charity and professional queer arts organization, dedicated to celebrating, illuminating, and advancing queer lives through film, education, and dialogue. The Out On Screen team is passionate about making a difference in the communities served.

Currently they deliver on their mission with two core programs:

- The annual **Vancouver Queer Film Festival** is the largest queer arts event in Western Canada, showcasing cutting-edge films from around the world. This internationally recognized 11 day film festival curates films which contextualize and celebrate queer lives and experiences and prioritize foregrounding diverse identities, including narratives from trans people, queer people of colour, and Indigenous people.
- **Out In Schools** is an award winning education program that uses queer film to spark dialogue and challenge homophobia and transphobia, making schools safer and more inclusive for all students. Since its inception, it has reached more than 120,000 youth and adults across BC, and has been shown to reduce bullying in schools over the last 10 years.

LGBT2Q+ and allied communities are at the center of everything Out On Screen does. The Out On Screen team is a part of, and does best to serve, queer artist and activist communities across BC. This means that they hold each other and every member of these communities with the highest regard and compassion, and practice their values to the best of their ability.





MISSION

To illuminate, celebrate, and advance queer lives through film, education, and dialogue.

VISION

An equitable society where gender and sexual diversity thrives.

VALUES

- Art: we value art as critical to vibrant communities, as an interpretive medium to communicate complex ideas, and as an empathetic tool for change.
- Fun and celebration: we value joyful and uplifting shared experiences.
- Respect and equitable inclusion: we value the removal of barriers and the creation of platforms for a diversity of stories, voices, and identities.
- Community engagement: we value shared experiences and partnerships to create dialogue and foster community. We value a community that feels included and invested in our work and programs.
- Intersectionality, anti-oppression, and social justice: we value the expression and practice of I, A-O and SJ in queer communities, arts, and education.





WHY WORK FOR OUT ON SCREEN?

This is a leadership opportunity to illuminate transformative moments in the lives of queer, trans, and two-spirit people — telling the stories of the journeys people have taken to find themselves, each other, and their place in the world. Every time someone takes a seat at the Vancouver Queer Film Festival or in an Out In Schools presentation, they experience the difference Out On Screen is making: creating social change through film, education, and dialogue. Out On Screen leads courageously, thinks strategically, and works together with committed partners to foster belonging, affirmation, and connections within the community and with other social movements. The Out On Screen team is honoured to celebrate the unique, strong, and splendid queer communities in Vancouver and beyond.

The Executive Director has the opportunity to work with a passionate team, continue growing the organization, and be a part of the impactful and dynamic Vancouver Queer Film Festival and Out In Schools program.

POSITION RESPONSIBILITIES

This position is responsible for ensuring quality events, programs, and services through strategic leadership, collaborative and supportive people management, and oversight in the following areas:

- Advancing the Strategic Direction, Workplace Culture, and Stakeholder Relations.
- Philanthropic Cultivation and Stewardship.
- Strategic Community Relations.
- Financial Integrity.
- Strategic Planning.
- Risk Mitigation.
- Reporting to the Board, Board Relationship and Collaboration.

Please review the [Job Description](#) for the full list of duties and responsibilities.

“ I feel way more confident to talk about LGBT2Q+ with others. I think this presentation helps people be more confident. ”

– Grade 7 Student





OPPORTUNITIES AND CHALLENGES

The Board has identified a few of the key opportunities and challenges for the new Executive Director:

- Strengthening the overall fund development strategy, diversifying the donor base through development of individual and corporate relationships, and engaging younger donors and building diverse and heightened attendance for the film festival.
- Facilitating cohesion and building relationships with the LGBT2Q+ community.
- Mentoring the staff team, celebrating their diversity, and supporting their success in achieving deliverables.
- Contributing to a strong, professional partnership with the Board through good communication and understanding of operations and governance.
- Continuing to bring excellence and relevance to Out On Screen programs such as Out In Schools and the Vancouver Queer Film Festival.
- Leading the business and operational needs of the organization while supporting the queer, advocacy, and artistic culture.

REPORTING RELATIONSHIP

Reports to: Board of Directors

Direct Reports: The ED currently has 4 direct reports – the Deputy Executive Director, Artistic Director, Development Director, and Out In Schools Program Manager.

The ED also provides oversight to the other 7 permanent employees, as well as part-time seasonal staff and consultants.



CANDIDATE PROFILE

The ideal candidate has exceptional people leadership and business skills and is able to lead, support, and collaborate with staff while advancing the aims of the organization. The Executive Director is able to make decisions and implement decisions in a diverse and political environment. They effectively build and maintain relationships with external stakeholders, corporations, and non-profit organizations to grow awareness in the community and diversify the donor base. The ideal candidate embraces professionalism, has an entrepreneurial drive, and understands how to support and grow an organization while managing change.

The ideal candidate will have leadership experience with non-profit organizations, as well as familiarity and experience with the LGBT2Q+ community. They must be an emotionally intelligent, compassionate, and collaborative leader with a strong vision. They must also have a strong interest in engaging and building relationships/partnerships with the community, stakeholders, and other organizations.

PERSONAL CHARACTERISTICS

- Emotionally intelligent, compassionate, and people-oriented.
- Diplomatic, trustworthy, and leads by example.
- Comfortable making courageous decisions.
- Politically savvy and astute.
- Resilient and optimistic.
- Collaborative and supportive leader.
- Curious, active listener, and open to new ideas.
- Innovative, entrepreneurial, and a visionary leader.
- Good sense of humour.





QUALIFICATIONS

EDUCATION

- A degree in social justice, business, non-profit management, or equivalent experience.

EXPERIENCE AND COMPETENCIES

- 5 to 7 years of professional experience in a leadership role working in complex environments and serving diverse communities, including the LGBT2Q+ community.
- Strong understanding of Equity, Diversity, and Inclusion (EDI) principles, as well as anti-oppression and social justice frameworks, and an ability to communicate those effectively.
- Ability to galvanize people both within the organization and within the community.
- Exceptional people leadership skills.
- Strong skills implementing a fund development strategy.
- Strong financial management and budgeting skills.
- Strong coaching and mentoring skills.
- Strong change management skills and experience/understanding of systemic change.
- Excellent conflict management and de-escalation skills.
- Excellent verbal and written communication skills.
- Skills and experience with trauma-informed workplaces.
- Ability to set boundaries effectively and kindly.
- Strong, proactive, and sensitive HR competencies.
- Strong understanding of governance and experience reporting to or working closely with a Board of Directors.
- Ability to adapt management style to diverse staff.
- Ability to implement operations and decisions in a political environment.





COMPENSATION AND BENEFITS

The Executive Director position receives a comprehensive compensation package that includes a salary range of \$80,000 to \$110,000, extended health benefits, and access to wellness and professional development funds.

HOW TO APPLY

This search is conducted by Realize Strategies. To apply, please submit your cover letter and resume in one PDF document to realizestrategies.ca/job-opportunities/oos-executive-director.

For more information about this position, including a full role description, please visit realizestrategies.ca/opportunities or contact Alison Marshall or Gillian Harper at **604.718.8292**.

Applications should be submitted by **June 7th, 2020**, however early applications are recommended. All applications will be kept in strict confidence.

Out On Screen has a special concern with the equitable participation and advancement of members of groups that have traditionally been disadvantaged in employment. Women, BIPOC (Black, Indigenous, people of colour), persons with diverse abilities, and persons from diverse sexual orientations, gender identities, and gender expression are encouraged to apply.

Out On Screen thanks all applicants for their interest in this position.

ABOUT REALIZE STRATEGIES

Realize Strategies is a leader in executive search services for purpose-driven organizations. With over 12 years of experience in securing high performing talent for mature, early stage and growing organizations. Since our founding in 1998, our services have grown to include executive talent acquisition, leadership alignment and development, organizational development and business model innovation. Our team of in-house consultants have deep experience in their respective fields and are dedicated to the long-term success of our clients. Realize Strategies is a Certified B Corporation and 5-time consecutive winner of the B Corporation Best of the World award for our overall impact in the communities we serve.

