



Position Available Executive Director Metro Cinema Society

Status: Full Time, Salaried Position

Report to: Board of Directors

Staff: One Person

We are looking for an experienced executive director to oversee all operations, functions, and activities. You will be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision.

An excellent executive director is an influential manager with the ability to lead and motivate. They have great communication skills and take a holistic approach in managing the organization's operations. The goal is to manage and lead the organization towards the realization of its mission.

GENERAL RESPONSIBILITIES:

The Executive Director is the key management leader of Metro Cinema. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

- Develop and implement strategies aiming to promote Metro Cinema's mission and "voice."
- Create complete business plans for the attainment of goals and objectives set by the Board of Directors.
- Building an effective team by providing guidance and coaching to personnel.

1) **Board Governance:** Works with the Board of Directors to fulfill Metro Cinema's mission.

- Responsible for leading Metro Cinema in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Metro Cinema, including the submission of a proposed annual budget and monthly financial statements to the Board, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that operates within the approved budget, to ensure maximum use of resources and that Metro Cinema is in a positive financial position.
- Responsible for developing fundraising initiatives and securing other resources necessary to support Metro Cinema's mission.

3) **Organization Mission and Strategy:** Works with the Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for the implementation of Metro Cinema's programs that carry Metro Cinema's mission.
- Responsible for strategic planning to ensure that Metro Cinema can successfully fulfill its mission into the future.
- Forge and maintain Metro Cinema's image and trusted relations with shareholders, partners, and others by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of Metro Cinema remain within budget.

- Responsible for the effective administration of Metro Cinema operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other documents on behalf of Metro Cinema.
- Direct and oversee investments and fundraising efforts.
- Devise remedial actions for any identified issues and conduct crisis management when necessary.

PROFESSIONAL QUALIFICATIONS:

- Transparent and high-integrity leadership
- An analytical mind, capable of “out of the box” thinking to solve problems
- Senior non-profit management experience, with knowledge of governance principles and managerial best practices
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey a vision of Metro Cinema’s strategic future to staff, board, volunteers, and donors
- Knowledge of, and ability to apply, successful fundraising strategies and donor relations unique to the non-profit sector
- Skills to collaborate with and motivate staff, board members, and other volunteers
- Excellent written and oral communication skills; strong public speaking ability

JOB-SPECIFIC DUTIES:

1. Planning and operation of the annual budget.
2. Ensuring adherence to all employment and administrative policies and procedures.
3. Ensure daily operations of Metro Cinema operate within budget and continue to promote the organization’s mandate.
4. Serving as Metro Cinema’s primary spokesperson to the organization’s constituents, the media, and the general public.
5. Establish and maintain relationships with various organizations throughout the community and utilize those relationships to strategically enhance Metro Cinema’s mission.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of Metro Cinema.
7. Supervise and collaborate with Metro Cinema’s staff.
8. Strategic planning and implementation.
9. Oversee Metro Cinema’s Board and committee meetings.
10. Oversee marketing and other communications efforts.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

Email resumes to edsearch@metrocinema.org

We thank all applicants for their interest. Only individuals selected for an interview will be contacted.

