



Vancouver Writers Fest Managing Director – Position Opportunity

The Vancouver Writers Fest (VWF) connects people to exceptional books, ideas, and dialogue through year-round programming that ignites a passion for words and the world around us. Our activities include our flagship, annual literary Festival, one of the largest and most prestigious in North America. Tens of thousands of readers visit the cultural hub of Granville Island and venues around Vancouver to connect with local and international authors during this week-long event. We also offer many special author events and youth education programming throughout the year.

Mission:

We connect people to exceptional books, ideas and dialogue through year-round programming that ignites a passion for words and the world around us.

Vision:

A world in which the transformative power of books and ideas is the foundation of an empathetic, inspired and just society.

Website:

<https://writersfest.bc.ca/>

Job Description:

As the Managing Director, you will report to the Board of Directors and co-manage the Writers Fest alongside the Artistic Director. The Managing Director is responsible for leading the budgeting process; overseeing fundraising; providing leadership in human resources; and leading the overall operations in support of the organization's artistic vision. The Managing Director will work closely with the Artistic Director and the Board of Directors to ensure organizational goals and budgets are achieved.

Key Responsibilities Include:

Financial

- Developing and managing the Writers Fest's annual operating budget in consultation with Senior Management
- Overseeing all Writers Fest financials, which include banking, financial policy and procedures, with continuous monitoring of financial performance

Fundraising

- Overseeing and monitoring the fund development plan to ensure fundraising goals are achieved
- Overseeing public sector funding grant writing, reporting, and relationship-building

202-1398 Cartwright Street
Vancouver, BC V6H 3R8

writersfest.bc.ca

We are grateful to live, create and work on the unceded ancestral and living territories of the x̱m̱əθḵw̱əy̱əm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and Səḻílw̱ətaʔ/Selilw̱iṯh (Tseiḻ-Wauṯh) people.

- In collaboration with the Artistic Director and Development Manager, developing and maintaining relationships with key supporters, which include public funders, foundations, individual donors, and corporate sponsors
- Attending all key Festival events

Human Resources

- Overseeing and ensuring organizational compliance with employment and human rights standards
- In collaboration with the Artistic Director, hiring, training, supporting and overseeing all staff, including seasonal and contract workers
- Developing and maintaining an updated and comprehensive HR Manual and ensuring HR policies are in place and accessible to all staff
- Tracking and approving employee payroll, including earned time off and overtime

Administration and Operations

- General administration and operations duties including regulatory oversight and maintaining official records and documents

Strategic and Operations Planning

- In collaboration with the Artistic Director and Board of Directors, leading the development of a Writers Fest Strategic Plan that ensures the organization's strategic direction and operational priorities are aligned with its vision, mission, and values
- Developing and overseeing the implementation of an Annual Operations Plan that outlines the delivery on key priorities outlined in the Strategic Plan

Governance and Board Relations

- Working closely and collaboratively with the Board Chair to support the activities of the Board
- Overseeing planning and preparations for the Annual General Meeting

Equity, Diversity and Inclusion

- Leading the development and implementation of an organizational EDI Plan and ensuring EDI practices are followed and implemented throughout the Writer Fest's programming and operations

Professional Experience and Qualifications:

- 5 to 8 years of operations leadership experience in the not-for-profit sector
- Strong financial management and experience in developing and managing budgets
- Proven track record in meeting goals, successful private-sector fundraising, and public-sector grant writing
- Proven track record in developing and maintaining relationships with donors and key stakeholders



- Strong experience in HR management and leading teams
- Excellent interpersonal and communication skills
- Passion for the arts and literature, knowledge of and relationships within the Vancouver arts sector is an asset
- Demonstrated experience as a champion for Justice, Equity, Diversity and Inclusion programs and practices

How to Apply:

Please submit your cover letter and resume to maxine@alexanderwhitehead.com with the email subject line “Managing Director Application – [Your Name]”.

The Managing Director position will remain open until filled.

The Vancouver Writers Fest strives to create a welcoming and accessible space for everyone to engage with ideas that can transform our world. We are an equal opportunity employer, and committed to supporting an inclusive, diverse, and accessible environment. We recognize and value the diverse experiences that each member of our team brings, and we encourage applications from members of underrepresented groups, and anyone who is excited about joining our team.

If you experience any accessibility barriers in applying for this position, please don't hesitate to reach out to us at maxine@alexanderwhitehead.com to discuss how we can better support you.

We thank all those who apply. Only applicants who are selected for an interview will be contacted.

Compensation:

The salary range for this role is \$80,000 to \$90,000/year plus benefits.