



Director of Policy and Programs

Reports to: Director and CEO

Compensation: \$110,000 plus benefits
Employment Term: Full-time permanent
Application Deadline: September 29, 2023, 5pm
Start Date: November 2023

PURPOSE:

The Director of Policy and Programs upholds the mandate, vision, and values of Toronto Arts Council (TAC) and Toronto Arts Foundation (TAF) and advances strategic goals, objectives, and priorities within their areas of responsibility and under the direction of the Director and CEO. They oversee the policy, program, and access aspects of both TAC and TAF including program framework and development; program policies, management, and administration; program partnerships and initiatives; and arts community access, outreach, and development. The Director will be responsible for a staff team of 17 with four direct reporting relationships.

The Director of Policy and Programs is a key member of the leadership team that:

- Sets strategic goals, objectives, and priorities.
- Ensures accountability for results and outcomes.
- Upholds equity, access and Indigenous self-determination as core values and goals.
- Advocates for and advances the interests of Toronto's diverse arts communities.
- Builds and maintains an inclusive, respectful, and collaborative organizational culture.
- Represents the organizations to public and private stakeholders, including the general public.

RESPONSIBILITIES:

Strategy, Planning, and Direction

In close collaboration with the leadership team, develops medium and long-term goals and priorities for TAC and TAF, focusing on relevant, accessible, and innovative programs and outreach strategies. Develops and oversees programs, partnerships, and initiatives to achieve strategic goals and priorities. Ensures that TAC and TAF have comprehensive, clear, and ongoing planning, policies, and processes to effectively direct their areas of responsibility. Oversees the development and revision of policies and processes, as needed, and ensures that they are consistently applied.

Program Development and Management

Ensures that our program portfolio meets the ongoing and future needs of Toronto's arts communities and fulfills the mandates and vision of TAC and TAF. Works with program staff and the leadership team to develop and implement new programs and initiatives – including program outcomes and objectives, performance measures, budget, and staffing. Works with Program Managers to ensure program guidelines align with current policies and are updated and revised on time and as necessary. Works with the Director of Planning and Operations to ensure that the grants system is managed effectively and has the capacity to meet ongoing and future needs. Reviews and makes recommendations on policy and program issues.

Program Partnerships & Initiatives

Develops partnership plans, relationships, and initiatives to maximize TAC and TAF resources, networks, and impacts, and to create opportunities for Toronto arts communities. Working with the Director of Planning and Operations, ensures that partnership agreements and contracts are in place and regularly reviewed. Takes the lead on negotiating some partnership agreements as appropriate.

Access, Outreach & Community Development

Ensures that TAC and TAF programs and processes are accessible, relevant, and inclusive of the diversity and range of arts practices and communities in Toronto. Keeps up to date and advises on federal, provincial, and municipal policies and directions that could affect the program activities of TAC and/or TAF and the arts communities we support. Maintains knowledge of relevant and timely issues affecting Toronto arts communities. As a member of the leadership team, promotes the organizations' value, goals, and impact, and represents TAC and TAF at community events and functions.

Community Stakeholders and Networks

Ensures proactive and positive relations with community stakeholders and networks related to TAC and TAF portfolio of programs, including TAC grants programs and Neighbourhood Arts Network mentorship and newcomer programs. Optimizes synergies between TAF programs and community development work, and the work of TAC granting teams, including access and outreach activities. Helps to increase opportunities for both internal and external collaboration and knowledge sharing. Represents TAC on the Toronto Grants Coordinating Committee and other public funder networks, as identified.

Budgeting and Financial Management

Working closely with the Director of Planning and Operations, ensures proactive and responsible financial management of TAC grants and TAF programs, including monitoring revenues and expenditures and preparing accurate and timely financial reports. Leads the preparation of TAC's annual grants budget in consultation with the Director of Planning and Operations, Director and CEO, and TAC Board of Directors. Ensures ongoing grant tracking and reconciliation.

Human Resources

In collaboration with the leadership team and working closely with the Director of Planning and Operations, develops and advances medium and long-term plans for staffing associated with program management, outreach, and community development. Manages the recruitment and training of staff under their direction and, if necessary, the termination of their employment. Determines the goals and objectives of the positions under their direction, assigns responsibilities, and conducts annual performance reviews for these positions. Hires and manages external consultants, as needed.

Risk and Issues Management

Works with program staff and the leadership team to mitigate risk potential and manage issues as they arise, and to address complaints in a timely and transparent manner.

Other

Additional responsibilities as assigned by the Director the CEO.

QUALIFICATIONS:

Required

- Proven track record of 10+ years in progressively senior roles in cultural management, policy development, funding and/or granting, preferably in the public and/or non-profit sector.
- Proven experience developing and implementing organization-wide strategies, policies and/or programs to meet strategic priorities and outcomes.
- Experience demonstrating impact through various performance measurement tools and reporting methods.
- Exceptional leadership and team management skills with proven experience in effectively leading and mentoring collaborative teams.

- Demonstrated commitment to the principles of equity and inclusion, and experience promoting and upholding a respectful work environment.
- Demonstrated ability to build strong relationships and work professionally and effectively with internal and external partners and stakeholders at all levels.
- Strong strategic, analytical and critical thinking skills.
- Superior organizational and time management skills to prioritize and oversee multiple initiatives simultaneously.
- Strong written, verbal, and interpersonal communication skills.

Assets

- Post-secondary degree in a relevant field.
- Familiarity with digital platforms, content management systems, and ability to leverage best practices to increase user accessibility.
- Ability to work in French or other languages.

TO APPLY:

Submit your cover letter and resume to director@torontoarts.org in a single pdf attachment by **5:00 p.m. ET on Friday, September 29, 2023** and specify *Director of Policy and Programs* in the subject line.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, and 2SLGBTQIAP.

Accessibility

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to director@torontoarts.org.