



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director will be responsible for the effective management and advancement of the Lyric Theatre and all concerns of the Southwest Cultural Development Group. This will include ensuring adherence to all policies and mandates set forth by the Board of Directors.

The Executive Director will be answerable to the SCDG Inc. Board of Directors, through the President, and shall work co-operatively with the committees of SCDG Inc.

At month-end, the Executive Director shall submit a written report to the Board of Directors. This report shall outline tasks undertaken and accomplishments during that month.

The main duties of this position are:

- Provide leadership of the operation, including board members and paid employees.
- Supervise the Operations Manager, ensuring effective use of paid hours and any necessary support.
- Act as a spokesperson for organization alongside the President of the Board.
- Ensure good working relationships within the community.
- Foster a positive image for SCDG Inc.
- Conduct proper planning to ensure operations are conducive to the advancement of the SCDG.
- Undertake planning and development to increase the range of available programming.
- Implement new strategies to improve the success of existing programs and operations.
- Liaise with board with regard to any major undertakings or concerns.
- Implement fundraising initiatives, including sponsorships and community drives.
- File grant applications wherever eligible.
- Conduct any official correspondence on behalf of organization.
- Oversee, and where appropriate create, marketing and visual communications to the public.
- Provide support to the Board by preparing meeting agenda (in consultation with the President), and the supporting materials.
- Work with the Treasurer and Finance Committee to prepare a comprehensive budget.
- Ensure that SCDG Inc. complies with all pertinent legislation and requirements, in terms of non-profit and charitable status.
- Work with Board and committees to actively recruit members and volunteers.
- Responsible for the membership drive in August.
- Work with the HR Committee and Operations Manager to plan volunteer appreciation activities.