



Concours  
international  
d'orgue  
du Canada

Canadian  
International  
Organ  
Competition

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## **Executive Director, Canadian International Organ Competition**

The Canadian International Organ Competition (CIOC) is a Montreal based cultural organization dedicated to promoting the organ as a major instrument in Canada's musical heritage as well as the development and nurturing of young organists. The CIOC hosts an international competition every three years for organists 35 years and under, a fall festival in the intervening years, and presents an annual calendar of artistic, educational, and outreach activities in partnership with likeminded organizations across Canada and abroad.

Reporting to the Board of Directors, the Executive Director will build on the strong international reputation and excellent fiscal and operational management developed since its founding in 2006. The Executive Director will work as co-leader with Artistic Director Jean-Willy Kunz and will be responsible for strategic leadership, operational oversight, and revenue generation, including government grants and fundraising.

### **Job Description**

Key responsibilities include:

#### **Strategic Planning**

- In collaboration with the Artistic Director and the Board, develop the CIOC strategic plan and determine short- and long-term goals/objectives.
- Ensure that current and planned operations are coherent with the organization's mission and values.

#### **Governance**

- Maintain a trusting and collaborative relationship with the Board Chair and members of the Board of Directors.
- Provide, prepare, and present reports and related documents for Board and Executive and any other Board committee meetings.
- Actively search for new Board members and evaluate current and future Board needs to ensure that a broad level of experience is maintained.

## **Development, Marketing and Communications**

- Work with Board of Directors, staff, and volunteers to develop a culture of philanthropy that builds community support, donor investment, along with financial security.
- Create fundraising strategies to build a comprehensive major gift program (individual, corporate, foundation) with oversight of annual giving and digital fundraising.
- Identify, cultivate, solicit and steward donors in a highly personalized manner.
- Provide leadership to marketing and communications staff to maintain fresh and relevant content for the organization utilizing both traditional and innovative digital strategies to reach and engage new and diverse audiences.
- With the Artistic Director and Board Chair, act as a spokesperson for the CIOC and engage in promoting it in Montreal, Quebec, Canada and abroad.
- Foster strategic partnerships with arts organizations and other entities to increase visibility and advance the mission of the CIOC.

## **Finance, Operations & Administration**

- Develop and recommend to the Board an annual operating budget that appropriately balances public level support (government grants) with private sector contributions (fundraising and sponsorship) and earned revenue (ticket sales).
- Manage all income and expenditures, implementing suitable financial controls and providing effective monitoring and reporting throughout the year.
- Manage audits for the granting bodies and ensure all regulatory reporting is executed.
- Hire and manage full-time, part time, and contract staff.
- Supervise the updating of policies, procedures, and human resource documents.
- Oversee concert activities including ticket sales, negotiation of performance specifics, venue rental agreements, program content; front-of-house and technical operations.

## **Requirements**

Candidates must be able to communicate in French and English, oral and written. S/he should have a university degree in a relevant discipline, be a creative and entrepreneurial thinker with ability to develop innovative approaches and strategies in a collaborative, team manner. Experience in the Quebec cultural sector with senior management experience and working with a Board of Directors is desired. Remuneration based on experience.

## **How to Apply**

Please submit a resume with letter of intent that summarizes your interest in this position in PDF format to [bureau@ciocm.org](mailto:bureau@ciocm.org)

The position will commence this summer with two week overlap with current Executive Director.

Application deadline: April 8, 2022