

NO STRINGS THEATRE

Position: Vice President

Reports To:

President

Position Summary:

The Vice President is responsible for supporting the President & Chair of the Board. The person performs functions or special tasks delegated by the President. The incumbent provides leadership in developing and implementing the strategic direction of the business and for delivering on objectives agreed upon with the Board of Directors. The individual must have experience in a leadership or management role and preferably have experience working for not for profit organizations and/or in board governance.

The position works closely with the President & Chair of the Board, Board of Directors, and the Directors at Large. The President also serves as the Vice-Chair of the Board and the Chair of the Internal Affairs Committee.

Responsibilities:

- Perform those functions or special tasks delegated by the President
- Perform the duties of the President when the President is unable to perform them
- Assist the President in the execution of his or her duties
- Serve as the Vice-Chair of the Board and Chair of the Internal Affairs Committee
- Work closely with the President to transfer knowledge to prepare for leadership
- Enforce policies, procedures, uphold standards, and ensure compliance to all applicable laws and regulations
- Assist with the execution of various strategic initiatives
- Other duties based on operational needs

Skills and Experience:

- Experience in a leadership or management role
- Experience in budget oversight and business planning
- Understands governance policies and best practices
- Experience working for a not for profit organization and/or in board governance (asset)
- Demonstrate strong leadership, problem solving skills and ability to handle multiple priorities and deadlines
- A proven ability to work collaboratively and effectively with diverse stakeholder groups

Send resume to opportunities@nostringstheatre.com

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NO STRINGS THEATRE

Position: Treasurer

Reports To:

President & Chair of the Board

Position Summary:

The Treasurer is responsible for overseeing NST's budget and financial portfolio. The incumbent also manages and works to minimize financial risk for the company. The Treasurer will supervise cash management and support proper expenditure to promote the growth of the business. The individual would preferably have held financial roles in accounting or finance.

The position works closely with the Vice President & Chair of the Internal Affairs Committee and the Internal Affairs Committee at Large. The position also serves as Vice-Chair of the Internal Affairs committee and as a member of the Executive Committee.

Responsibilities:

- Handle all incoming and outgoing banking transactions, as well as payments on behalf of the company.
- Submit periodic reports for board meetings, detailing the company's present financial situation and forecast the coming months between scheduled board meetings.
- Handle and submit annual filings to the Canada Revenue Agency (CRA);
- Handle and submit applications for tax rebates from federal, provincial, and municipal governments.
- Implement company policies regarding documentation and accounting of receipts and other financial information.
- Prepare yearly budgets while continually monitoring expenditures with the Artistic Team.
- Review statements and provide advice on issues pertaining to business finance; and
- Other duties based on operational needs.
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Skills and Experience:

- Experience in a financial role in the accounting or finance field
- Organized, efficient, and can meet deadlines
- Dependable team player with a strong work ethic

Excellent attention to detail and accuracy

- Strong Excel/spreadsheet skills; proficient in Microsoft Office

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NO STRINGS THEATRE

Position: Director of Fundraising (Board Member)

Reports To:

President / Chair of the Board and Chair of External Affairs

Position Summary:

The Director of Fundraising (Board Member) is responsible for leading the fundraising initiatives from planning to execution to help meet NST's financial goals. The individual would preferably have at least one year of fundraising experience. The incumbent must demonstrate strong leadership, communication and relationship-building skills with potential donors. The individual will be a member of NST's Board of Directors and the External Committee.

Time Commitment: Time requirements may vary. Approximately 3-4 hours per week.

Responsibilities:

- Develop the annual fundraising plan and strategies
- Plan fundraising initiatives with the External Committee to help meet financial goals
- Strategize and successfully execute fundraising campaigns
- Craft grant applications and fundraising proposals
- Identify and build relationships with potential donors
- Effectively convey the organization's mission, vision, and programs to potential donors
- Manage a budget and track whether goals are being met
- Attend and present at Board Meetings on fundraising progress
- Provide leadership, guidance, and share expertise with the Board
- Assist with the committee's projects and planning efforts
- Ensure the organization is complying with all legal and regulatory requirements
- Other duties based on operational needs

Skills and Experience:

- Minimum of 1-2 years of fundraising experience
- Experience working for a non for profit and/or in board governance (asset)
- Experience writing grant proposals and/or fundraising letters (asset)
- Strong leadership skills
- Professionalism, exceptional communication and relationship-building skills

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NO STRINGS THEATRE

- Excellent organization skills and attention to detail
- Want to make a difference!

As a Director of Fundraising (Board Member) at NST:

- You'll have the opportunity to make an impact on your community by supporting emerging artists
- You'll gain client/donor - relationship skills, with coaching and support from experienced professionals
- You'll receive training in preparation for your role, and have access to ongoing training material and opportunities

You'll work with a great team of passionate volunteers and supporters

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Position: Board Member – Communications/Marketing

Reports To:

President & Chair of the Board or Chair of External Affairs

Position Summary:

The Board Member - Communications/Marketing is responsible for providing leadership and guidance to support the development of NST. The individual is in charge of the following areas but not limited to; marketing, communications, social media and public relations. The incumbent would preferably have experience in a leadership role and in a not for profit organization or board governance. The individual should have experience in the marketing or communications field.

The position works closely with the Chair of External Affairs and acts as the Vice Chair of the External Affairs Committee. The incumbent also serves as a member of the External Affairs Committee.

Responsibilities:

- Act as the Vice Chair of the External Affairs Committee in absence of the Chair of External Affairs
- Prepare for, attend, and conscientiously participate in board meetings
- Develop and execute NST's marketing strategy and campaigns
- Manage all social media accounts and develop new strategies to increase audience, engagement, and awareness
- Collaborate with internal and external partners to deliver effective communication for various programs and initiatives
- Work closely with the Artistic team to understand marketing needs
- Prepare and edit external communications
- Ensure the organization is complying with all legal and regulatory requirements
- Other duties based on operational needs

Skills and Experience:

- Experience in a leadership or management role
 - Experience in the communications, marketing, or public relations field
 - Experience working for a non for profit or board governance (asset)
 - Experience with social media platforms
 - A strong team player, creative mindset, and a can-do attitude
- Strong verbal and written communication skills and pay attention to detail

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Position: Board Member at Large

Reports To:

President & Chair of the Board

Position Summary:

The Board Member at Large is responsible for providing leadership and guidance to support the development of NST. The individual will provide strategic oversight and knowledge to the team and have a direct influence on maximizing the impact of the organization. The incumbent would preferably have experience in a leadership or management role and preferably experience in a not for profit organization and/or board governance.

The position works closely with the Board of Directors. The Board Member at Large also serves as a member on at least one committee.

Responsibilities:

- Provide leadership, guidance, and share expertise with the Board
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees
- Assist with the committee's projects and planning efforts
- Leverage connections, networks, and resources to develop collective action to fully advance the organization's mission
- Serve as active ambassadors for the organization
- Ensure the organization is complying with all legal and regulatory requirements
- Other duties based on operational needs

Skills and Experience:

- Experience in a leadership or management role
- Experience working for a non for profit and/or in board governance (asset)
- Relevant sector experience including but not limited to; finance, law, arts, business, communications, and policy
- Proven ability to think strategically, problem solve, and take initiative
- Professionalism, interpersonal skills and excellent communication skills to work collaboratively within a team
- Passion for the arts (asset)

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