



Villa Charities is a leading non-profit organization that provides a variety of cultural programming and services designed to meet the needs of an ever-growing Italian Canadian and multicultural community in the GTA. Villa Charities provides numerous cultural offerings - the Joseph D Carrier Art Gallery, DanzArts Toronto, music, culinary, athletic, event and youth programs. We also offer Long Term Care facilities, Seniors Housing and Day Care programs.

We are actively working with the Toronto Catholic District School Board to build a joint use facility that will offer both organizations access to expanded cultural and performing arts programs. The jewel in this initiative is our new 435 seat performing arts theatre which will allow us to explore new opportunities and solidify our position as a cultural hub for our local community and all Italian Canadians.

We invite you to be part of our progressive vision for the future. To learn more about Villa Charities, visit [www.villacharties.com](http://www.villacharties.com).

**Villa Charities Inc. is currently hiring for the following position:**

## **EXECUTIVE DIRECTOR, CULTURAL PROGRAMMING** **(Full-time)**

### **Profile Summary**

We are searching for a progressive leader to transform and elevate the cultural programming for Villa Charities. The individual will carry forward our mission and capitalize on the legacy that Villa Charities and the Columbus Centre has created. Building on its strong reputation and past success, the organization is now poised to grow and promote new avenues of cultural programming and engagement.

We are seeking an experienced Director with a broad vision, a profound understanding and a passion for leading and developing our cultural vision. With a talent for connecting communities with arts and culture, the Executive Director has the ability to assess and respond to community interests in creating opportunities that enliven and enhance the individual and collective experiences.

A respected leader, you will explore and develop a broad network of cultural based organizational partnerships. Through the evaluation of the current program mix, determine how best to promote and create cultural experiences that are strategically aligned with the interests of the organization and community as a whole. A strong leader and facilitator, you will motivate and inspire your team of creative program staff to attain their goals and the organization's strategic cultural priorities.

Your cultural portfolio will include art, dance, music, theatre, literary, language, heritage services, and other related strategic priorities you help to identify.

### **Key Accountabilities & Responsibilities**

As the Executive Director, you will be part of a socially innovative and community-based cultural organization. You have the vision, passion and communication skills to raise awareness in the community that the organization is a vibrant cultural hub for all to access. You have a proven track record of engaging with a variety of stakeholders and to work with groups from diverse social economic and cultural backgrounds.

With a passion for the role you will demonstrate commitment to the organizations values, through input and support for the design, development and implementation of intergenerational cultural strategies, initiatives and plans to enhance the organization's creative, cultural and artistic reputation. You will develop creative opportunities that support social, economic and cultural inclusion. By exploring new avenues and being receptive to inquiries from potential community partners; identify areas of mutual interest, and prepare and implement recommendations for further action to develop innovative and inspiring public programs, while evaluating and ensuring program objectives are being met.

Building on your knowledge and research you will anticipate emerging issues and challenges, identifying and implementing responsive solutions to preserve and enhance our cultural and heritage programs, resources and services.

### **PROGRAM PLANNING**

- Direct the development, planning, implementation and evaluation of all cultural organizational programming
- Seek to create partnerships with community and organizational groups for the delivery of cultural programming
- Develop a strong rapport with all delivery partners
- Ensure that the programs and services offered by the organization contribute to the mission and reflect the priorities of the organization
- Accountable to preserve and enhance all of the organization's cultural investments

### **LEADERSHIP & MANAGEMENT**

- Engage a diverse workforce to ensure effective teamwork, performance, innovation and continuous learning
- Explore and identify relevant arts and cultural grants
- Provide imaginative leadership and vision to achieve the highest level of creative excellence and professionalism
- Develop and manage the annual operating budget and other revenue-generating programs through service reviews, benchmarking, best practices etc.
- Ensure proper systems, procedures and policies are in place for effective and efficient operation of all aspects of cultural programming and the delivery of services
- Transparent and high integrity leadership
- Develop annual work plans and long term strategic plans
- Implement change management and performance management programs

- Project management skills to assess organizational needs, resources and risks; setting priorities and deadlines, monitoring progress toward goals; lead the monitoring and evaluation of programs
- Exceptional organizational skills, along with a high level of professionalism and diplomacy
- Commitment to the highest standards of customer service and professionalism
- A self-starter with strong initiative
- An ability to develop strategic partnerships with local, national and international arts and cultural organizations that are aligned
- An ability to represent the organization with honour and integrity at all times. An excellent listener, observer, communicator and facilitator

### **Qualifications Required**

- The ideal candidate will be a graduate of a post-secondary program in a related discipline
- Established, experienced and committed leader with 7 to 10 years of senior experience in the not-for-profit sector who has demonstrated full-time professional leadership of a cultural or community based organization
- Must be able to establish and maintain effective working relationships with artists, educational institutions, community groups, corporate and individual supporters and maintain a strong presence in the performing arts sector
- Must be a strategic planner and thinker with fluid, flexible approaches to problem solving and the ability to adapt to changing circumstances and at the same time detail oriented and able to juggle the multiple priorities and timelines.
- Understanding of good governance practices
- Applied knowledge of the not-for-profit sector, particularly the arts, culture and heritage (ACH) sector
- Knowledge of cultural policy and cultural development and capacity building in the ACH sector
- Awareness of the models and the roles of arts councils and grant programs in the development of arts and culture

### **Remuneration**

The organization offers a competitive salary and complimentary gym membership. Compensation for this position will be commensurate with the successful candidate's education, experience and career achievements.

### **Applications**

We thank all candidates for their interest, however, only those that most closely match job specifications will be contacted.

Please send cover letter and resume including salary expectations  
for this immediate opening to:

Villa Charities Inc.  
Attn: Anthony DiCaita, President & CEO  
901 Lawrence Avenue, West  
Toronto, ON  
M6A 1C3  
[adicaita@villacharities.com](mailto:adicaita@villacharities.com)

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities/Columbus Centre's policies, the organization is committed to ensuring accessible services and communications to individuals with disabilities. Should you require accommodation at any point during the recruitment process, including accessible job postings, please contact Nicky Stathis, HR Administrator.