Job Posting: Executive Director

As part of our commitment to values of anti-oppression, and advancing equity and inclusion in the Canadian media industry and arts community, this position prioritizes Regent Park residents and applicants who identify as Indigenous, racialized, queer, trans, non-binary, a woman, a person with a disability, or a combination of these identities. We encourage you to self-identify in your application.

ABOUT REGENT PARK FILM FESTIVAL (RPFF)

Regent Park Film Festival is an award-winning, community-based, charitable organization, and Toronto's longest-running, free community film festival.

RPFF's foundational work is in amplifying and centering marginalized communities and their stories; removing barriers to access and building a career in the film and television industry; and ensuring art is free and accessible to everyone, regardless of financial status.

Showcasing local and international works from and about Indigenous and racialized communities, RPFF presents films of all genres that resonate with and relate to the diverse lived experiences of these communities: films that provide opportunity for in-depth, nuanced discussions, as well as uplifting and joyful films which have a significant impact on a community's growth and prosperity.

In addition to its Annual Film Festival in November, RPFF presents an annual summer film series called Under the Stars; year-round screenings, filmmaking workshops and panels; paid industry internships; and its annual School Program which curates film programmes and lesson plans for local schools.

RPFF's work is rooted in anti-oppression, and we take seriously our responsibility to bear witness to and amplify historically-excluded people and stories, advancing equity and inclusion in the Canadian media industry and arts community,

Founded in 2003 when Regent Park was Canada's oldest public housing neighbourhood, RPFF has remained true to its mission to make art, creativity, and storytelling accessible to everyone, regardless of financial status. While the neighbourhood has evolved and margins are shifting, RPFF works within this dynamism to honour its history and the communities it has collaborated with throughout the years.

ABOUT THE POSITION

Reporting to the Board of Directors, the Executive Director will lead RPFF into its 24th year and beyond by upholding its mission, mandate and values in all aspects of programming, administration and operations, demonstrating strategic vision, thoughtful leadership, careful oversight, and a deep commitment to equity and the communities that RPFF serves. The Board of Directors is excited to work with the incoming Executive Director to conduct a new 3-year Strategic Plan, setting the direction and vision for a new phase of growth for RPFF and continuing to improve internal system, capacity, and organizational structure.

- **Term:** A full-time, one year contract with opportunity to grow into a permanent full-time position after
    - averaging 40 hours/week, will include some evenings and weekends
- **Salary:** $75,000 - $85,000, benefits include health insurance and annual professional development funds
- **Place of work:** Hybrid; RPFF office and remote work at home
- **Direct reports:** Manager, Operations; Manager, Programming; Coordinator, Fundraising; Coordinator, Marketing; Coordinator, Social Media; Summer Intern
    - Provides leadership to 4 year-round staff, 1 seasonal staff, 1 summer intern
- **Anticipated Start Date:** Mid February - Early April 2026 (flexible depending on availability)

ABOUT THE ROLE

Organizational Leadership

- Be the primary representative of RPFF in the Regent Park community, the city's cultural environment, media interviews, advocacy opportunities, consultations and public meetings
- Seek out, build and maintain meaningful and strategic relationships with partners to achieve organizational goals and advocate for RPFF's mandate
- Raise the organization's profile and deepen community connections in Regent Park
- Ensure mission, mandate, values and strategic priorities are advanced through all programs

- Provide oversight to the Manager, Programming on the artistic direction of programs and content, program design/development, implementation and evaluation
- Work with the Manager, Operations to manage and optimize the physical and digital workspace, operational systems and workflows, team communications, project management, information tracking systems, reporting and recordkeeping
- Manage the marketing team's digital and in-person marketing and outreach efforts, including working with external vendors such as a website developer, graphic designer and photographers
- Provide guidance and oversight on the effective execution of all operations and programming implementation, including hybrid or in-person programming and operations
- Oversee and guide key stakeholder communications, marketing, publicity, and outreach initiatives
- Co-lead with the Board of Directors for the development of strategic plans for the organization and work with the staff to operationalize strategic priorities

Fundraising and Finance

- Seek out, apply to, and report on federal, provincial and municipal grants and ensure programs fulfill funding requirements
- Raise funds through corporate sponsorships, corporate and individual donations, foundation gifts, partnerships/co-productions, and space rentals
- Maintain fiscal accountability and health through following financial procedures, creating and monitoring annual budgets, actioning payments, depositing income, tracking expenses and revenues, participating in the annual audit, working with RPFF's bookkeeper, and providing financial reports to the Board
- Steward relationships with existing and potential donors, funders, sponsors, and partners across government, corporate, and community sectors

Human Resources

- Manage, supervise, and provide leadership to all staff and foster a culture of equity, inclusion, collaboration and learning

- Lead HR duties, including but are not limited to: contracting, onboarding, supervision, training, conflict resolution, conducting performance evaluations, termination, and offboarding
- Provide coaching and mentorship, implement workplace accommodations, conduct performance reviews, and support staff's professional development
- Ensure staff understanding of and adherence to HR policies and documents
- Oversee the effectiveness of HR policy and practice, review existing policies and practices on an annual basis and recommend changes to the Board as appropriate.

KEY SKILLS AND EXPERIENCE

The Executive Director at RPFF is a leader in strategy and in culture, embracing our communities and values, with commitment to anti-oppression, advancing reconciliation, equity and accessibility, and advocating for the communities served by RPFF.

Must-haves:

- Progressive leadership experience in the arts/nonprofit/cultural institutions sector.
- Knowledgeable with the intersections of community building and media arts
- Nonprofit fundraising experience and expertise, including but are not limited to: grant writing, corporate fundraising, individual giving.
- Hands-on budget management skills, including budget preparation, analysis and oversight, decision
- Strong project management and creative problem solving skills
- Strong people and HR skills including coaching, mentoring, conflict resolution, consensus building, culture-building, networking and relationship building
- Strong written and verbal communication skills and public speaking skills
- Strong relationship building skills with stakeholders from different sectors and communities

HOW TO APPLY

Attach your resume and a cover letter as **one document** titled "FirstName LastName - Executive Director Application" in an email to **board@rpff.ca**.

Please include in the subject line: **ATTN: Executive Director Hiring Committee**

Application Process

Recruitment will include 2-3 rounds of virtual interviews, an assignment and reference checks.

If you require accommodation at any stage of the hiring process, please let us know.

Deadline: Ongoing until position is filled; interviews will take place on a rolling basis

Only applicants selected for interviews will be contacted.