JOB DESCRIPTION

General Manager

REPORTS TO: **CGAS Board of Directors**

DIRECT SUBORDINATE POSITIONS: Administrator

OVERVIEW OF ROLE:

Reporting to the CGAS Board of Directors, the General Manager oversees the non-profit administration and day-to-day operations of Common Ground Arts Society. This role is responsible for organizational financial management, grant administration, fund development, governance support, and organizational communications. Working collaboratively with the Administrator, Artistic Producers, and Board of Directors, the General Manager ensures the organization maintains strong administrative and financial practices, meets regulatory requirements, and operates effectively. The General Manager supports audience development, fundraising initiatives, and organizational outreach while providing operational support for CGAS programming and events. This position plays a key role in supporting the successful delivery of organizational activities, with peak periods of activity occurring between April and July.

MAJOR RESPONSIBILITIES:

1. **Organizational Administration and Operations**
   - Develop and maintain administrative procedures to support efficient organizational operations.
   - Coordinate organizational priorities, timelines, and resources in collaboration with staff and the Board of Directors.
   - Ensure organizational records, contracts, policies, and documentation are accurately maintained.
   - Identify opportunities to improve administrative processes and organizational efficiency.

2. **Financial Management and Oversight**
   - Oversee the organizational budget and financial management practices in collaboration with the Administrator.
   - Monitor organizational spending, cash flow, and budget performance, providing regular updates to the Board of Directors.

- Ensure staff, contractors, artists, and vendors are paid accurately and on time.
- Support the development of annual budgets and financial forecasts in collaboration with the Administrator and Board of Directors.

3. **Fund Development and Grant Administration**
   - Manage CGAS's grant portfolio, including identifying funding opportunities, preparing applications, and overseeing reporting requirements.
   - Coordinate grant submission timelines and ensure all funding applications and reports are completed accurately and submitted on time.
   - Facilitate the organization's individual donor campaign, including coordinating outreach and donor communications.
   - Maintain relationships with current funders and donors while identifying opportunities to develop new funding relationships.

4. **Governance and Board Relations**
   - Prepare and present regular operational and administrative reports to the Board alongside Artistic Producers.
   - Support Board governance activities, including meeting coordination, documentation, and follow-up on organizational priorities.
   - Ensure CGAS remains in good standing with provincial and federal regulatory bodies and meets required filing and reporting obligations.
   - Represent staff perspectives in Board discussions regarding organizational operations, priorities, and long-term visioning.
   - Support the Board in implementing organizational decisions and maintaining alignment between governance and day-to-day operations.

5. **Audience Development and Communications**
   - Collaborate with Artistic Producers to support audience development and community outreach initiatives.
   - Oversee CGAS's digital presence, including website management and updates.
   - Support social media and promotional activities with Artistic Producers.
   - Plan, manage, and execute digital advertising spending to support organizational visibility and audience engagement.
   - Ensure organizational communications and promotional materials maintain a consistent CGAS brand identity.

6. **Program and Event Support – Organizational Presentations**
   - Collaborate with Artistic Producers to support the operational delivery of CGAS presentations and events.
   - Provide on-site event support as a representative of the organization, assisting with logistical and administrative requirements as needed.
   - Provide additional operational support during peak activity periods, particularly between April and July, when multiple presentations and Found Festival take place.

GENERAL DUTIES:

1. Coordinate and schedule meetings, including Board meetings, staff meetings, and project-related check-ins.
2. Maintain accurate and up-to-date organizational records, files, contracts, and documentation.
3. Track organizational deadlines and ensure timely submission of grant applications, financial reports, and regulatory filings.
4. Coordinate payment processing and follow up on outstanding invoices, contractor payments, and vendor accounts.
5. Maintain organizational calendars, administrative timelines, and key reporting schedules.
6. Support contract preparation, review, execution, and filing for artists, vendors, and collaborators.
7. Assist with onboarding procedures and maintain personnel records for staff and contractors.
8. Maintain digital archives, shared drives, and organizational systems to ensure accessibility and version control.
9. Support logistical planning and on-site coordination for events, presentations, and public programming.

MINIMUM REQUIREMENTS:

- Experience in non-profit administration, organizational management, or a related field.
- Demonstrated experience overseeing budgets, bookkeeping practices, and financial reporting.
- Strong organizational and administrative skills, with the ability to manage multiple priorities and deadlines.
- Experience with grant administration, including preparing funding applications, managing grant portfolios, and completing funder reports.
- Strong written and verbal communication skills for engaging with Board members, staff, funders, donors, and external stakeholders.
- Experience coordinating fundraising or donor engagement initiatives.
- Understanding of non-profit governance, including Board relations and organizational accountability.
- Ability to work collaboratively with creative teams.
- Experience managing digital communications, websites, social media, or digital advertising.
- Proficiency with digital tools, including spreadsheets, word processing, cloud-based storage, bookkeeping software, and project management tools.
- Availability to work flexible hours, including occasional evenings and weekends, particularly during peak presentation and festival periods between April and July.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as required.

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