



Executive Director - Salt Spring National Art Prize Society

JOB TITLE:

Executive Director

ORGANIZATION:

Salt Spring National Art Prize Society (SSNAPS)

DEADLINE:

May 1, 2026

ORGANIZATION DESCRIPTION:

The Salt Spring National Art Prize Society (SSNAPS) was formally incorporated as a non-profit society and afforded charitable status by CRA in 2021, following 6 years operating as a major program of the Salt Spring Arts Council. The mission of SSNAP is to elevate Canadian contemporary visual art through a national art prize and a range of other related arts initiatives. The organization is a catalyst for inspiring creativity, fostering connections, and encouraging cultural growth.

The purposes of the SSNAP Society are: 1. To advance public appreciation of Canadian visual arts by producing public exhibitions of high-quality art. 2. To provide a venue for artists to exhibit and present their work selected on the basis of artistic merit. 3. To recognize, promote and reward excellence in the visual arts by awarding a national prize; providing artist-in-residence opportunities; and exposing the public to examples of high-quality works. 4. To advance education in the visual arts through public workshops and seminars, including opportunities to publicly experience work; youth-oriented student activities; and artist-in-residence opportunities.

Governed by a Board of Directors and managed largely by a Curatorial Director, a small team of contract staff and a large volunteer base, SSNAPS manages a major national biennial juried open competition focused on Canadian contemporary visual arts. From an intake of over 2,000

submissions, approximately 50 artworks are accepted for the core national exhibition as determined by an independent jury of four eminent Canadian artists, curators, and collectors. Running concurrently with the SSNAP exhibition, a parallel art show recognizes and celebrates the artistic creativity and originality of local artists.

An associated suite of activities is managed by the SSNAPS – an artist residency, artist talks, youth tours and events, various cultural events such as panel discussions and tours by curators. SSNAPS' active presence on social media profiles the finalists and is soon to be expanded through a series of recorded conversations on the visual arts.

WEBSITE: <https://saltspringartprize.ca/>

JOB DESCRIPTION:

Terms: 50% part time ongoing position

Hours of work: Flexible

Remuneration: The salary level is commensurate with experience based on an annual salary level of \$75,000 to \$95,000 per annum and pro-rated to 50% for this part time position.

Location of work: The work will be primarily performed remotely at the employee's home/studio/office and through virtual meetings.

Start date: June/July 2026

THE ROLE

SSNAPS is seeking a skilled Executive Director to help us deliver our mission and contribute to realizing our vision. This is a new position.

Reporting to the SSNAPS Board of Directors, with day-to-day liaison with the Board Chair, and working closely in partnership with an experienced Curatorial Director, the Executive Director will oversee the strategic and operational efficiencies of our programs and staff. The Executive Director will be a highly effective leader with excellent communication skills and decisiveness, along with an appreciation of the importance of visual arts. They will oversee corporate communications and the deployment of technology in program delivery and develop and implement a successful fundraising plan. Experience in overseeing contract staff is essential; the demonstrated ability to establish relationships with local community groups and artists is a plus.

RESPONSIBILITIES:

1. Leadership and Strategic Management - Developing and implementing strategic and operational plans, under the direction of the Board (10%)

- Advise on, implement, and monitor the strategic plan in alignment with SSNAP's mission, vision, and values.
- Develop and oversee the implementation of operational plans for achieving SSNAP's goals and objectives set in collaboration with the Board
- Ensure all programs and activities align with the strategic objectives and policies set by the Board of Directors.

2. Operational Management - Developing and implementing operational plans (20%)

- Oversee the daily business operations of SSNAP, supporting efficient and effective program delivery.
- Establish and maintain operating policies and procedures, standards of service and performance, within clear lines of authority and communication.
- Oversee the acquisition and deployment of technology and digital systems.
- Manage data governance and information management (including the SSNAP SharePoint site), including the security of digital systems.
- Ensure compliance with all regulatory requirements and organizational policies.

3. Financial Management - Managing and monitoring budgets, identifying revenue streams, and ensuring fiscal health (5%)

- Develop and manage the annual budget in collaboration with the Treasurer and Board of Directors.
- Oversee financial operations, including accounting, reporting, and financial review.
- Work closely with the Treasurer, Board Chair, Bookkeeper and external accountant.

4. Fundraising/Development (25%)

- Develop and execute a fundraising plan to secure financial support for SSNAP's programs and initiatives.
- Cultivate and maintain relationships with current and potential donors, sponsors, and grant-making organizations, working closely with the Curatorial Director.
- Identify and secure financial support from foundations, corporations, individual donors, and government funding sources to support SSNAP's financial sustainability and growth.

5. Board Administration and Support (15%)

- Work closely with the Board of Directors and the Curatorial Director to support the Board governance functions.
- Develop and implement policies and procedures to enhance operational efficiency, as approved by the Board of Directors.
- Prepare and present reports, proposals, and other necessary documents to the Board.
- Regularly review organizational performance against objectives and provide reports to the Board, identifying risks and opportunities.
- Develop and implement a policy for risk assessment and management, including business continuity
- Assist in the recruitment, orientation, and development of Board members.

6. Human Resources Management (5%)

- Supervise, mentor, and support staff (employees and contractors), fostering a collaborative and productive work environment.

- Support continuous improvement and team building that encourages an effective and rewarding organizational culture for the staff.
- Undertake hiring, training, and performance evaluations; facilitate professional development of staff.
- Ensure adherence to HR policies (e.g., SSNAP code of conduct and Conflict of interest) and best practices.

7. Marketing and Communications (10%)

- In collaboration with the Curatorial Director develop and implement comprehensive marketing and communication strategies to increase visibility and engagement.
- In collaboration with the Curatorial Director, oversee the creation and distribution of all external communications, including the SSNAP website, marketing, newsletters, press releases and social media.
- Monitor and evaluate the effectiveness of marketing and communication efforts.

8. Community and Public Relations (5%) – shared responsibility with Curatorial Director

- Promote SSNAP's mission and programs to the community and stakeholders.
- Develop and maintain relationships and strategic partnerships with key community partners, donors, and other stakeholders to further increase community awareness and expand programs.
- Seek out and leverage relationships and resources to establish and build on partnerships which drive organizational success.
- Represent SSNAP at public events, conferences, and in media engagements.

9. Advocacy (5%)

- In collaboration with the Curatorial Director advocate for the arts and cultural sector within the community, to donors and stakeholders and to levels of government.
- Stay informed about relevant policy developments and ensure SSNAP's interests are represented.

Collaborate with other arts and cultural organizations to advance shared advocacy goals.

QUALIFICATIONS:

At least 5 years of experience in:

- Management and administration - preferably within the not-for-profit sector including experience in public relations, marketing, and fundraising
- Human resource management – employee and contractor supervision, ideally with a non-profit organization. Proven qualities of team leadership and an ability to deal with conflict
- Financial management – demonstrated success in budgeting, financial forecasting, and reporting.

Organizational skills – Demonstrated ability to work without close supervision and in the context of fluctuating pressures.

Experience working with a Board of Directors – Some experience (paid or pro bono) working directly with a volunteer Board of Directors

THE PERSON

The ideal candidate for this position will demonstrate:

- **Leadership:** Ability to inspire and motivate all stakeholders towards a shared vision, while imagining new possibilities for the organization's growth and impact
- **Strategic Thinking:** Capacity to develop, execute, and adapt effective plans to achieve organizational goals and seize new opportunities.
- **Collaboration:** Skilled at building relationships and partnerships with diverse stakeholders, both within and beyond the visual arts sector. Dynamic and charismatic team player who enjoys being the public face of an organization.
- **Communication:** Excellent verbal and written communication skills, with the ability to articulate complex ideas clearly and persuasively to various audiences.
- **Corporate Acumen:** Strong understanding of organizational dynamics and implementation of effective operational models.
- **Artistic Awareness and Sensibility –** Understanding of the role of the visual arts and arts education in society.
- **Cultural Competency:** Demonstrated commitment to diversity, equity, and inclusion, with an understanding of Indigenous perspectives.
- **Innovation:** Ability to think creatively, identify emerging trends, and develop ambitious yet achievable solutions to deal with challenges for SSNAPS. An entrepreneurial mindset, with innovative approach to business planning.
- **Composed Leadership:** Ability to listen, maintaining a calm, focused, and thoughtful approach to leadership, particularly in high-pressure situations.
- **Collaborative Decision-Making:** Ability to make thoughtful decisions and implement changes through meaningful consultation with stakeholders.

HOW TO APPLY:

Please submit your application by e-mailing your cover letter and curricula vitae to Chair@saltspringartprize.ca by May 1, 2026.

SSNAPS thanks all candidates for their interest; however, will only contact those selected for interviews.

The SSNAP Society recognizes, appreciates, and values the diversity of the arts in Canada. We strive for inclusion and equity in our programs and are committed to fostering an inclusive and equitable workplace that represents and values the diverse artistic cultures across Canada.