



FOR RELEASE: September 1, 2023

A NEW AND EXCITING ROLE WITH BJP MUSIC FOUNDATION:

EXECUTIVE DIRECTOR

BJP Music Foundation (BJP) is thrilled to announce we are seeking our first organizational employee - a part-time Executive Director to lead the organization's administrative and fundraising activities on a two (2) year contract based on a 0.5 full-time equivalent. We are ready to transition from an enthusiastic all-volunteer organization to an expanded arts organization.

Who We Are

Since its inception eight years ago, BJP is recognized as an ambitious presenter of jazz programming in Canada. We present thoughtfully-curated jazz performances in intimate concert settings in the Calgary area. We have developed a solid reputation as a thought-leader and a respected community partner. As a reliable and enthusiastic destination for original, engaging musical experiences, we seek to balance traditional jazz demographics by uplifting under-represented artists, particularly through gender equity. We employ top-tier touring musicians who are pushing and redefining their genre and because of this, our listening audience is jazz curious and arts supportive.

The leadership model for the BJP Music Foundation establishes shared authority between the Executive Director, the Artistic Director and the Board. The E.D. and A.D. are hired/appointed by the Board but the philosophy is that this is a respectful and supportive collaboration between colleagues that aspires to avoid hierarchy. BJP follows a community-centric fundraising model whereby the need is driven by the community, not the organization fundraising to support itself.

BJP operates as a registered Canadian charity.

About the Opportunity

We are seeking a part-time Executive Director to oversee the organization's management, operations, and volunteers. As Executive Director, you will report to the Board of Directors and be responsible for fostering stakeholder relationships, overseeing financial planning and accountability, and managing any contract staff and volunteers. The ideal candidate will have not-for-profit experience, expertise with fundraising including grant writing, managing donations and sponsorship and the ability to find and leverage opportunities to ensure the financial stability of the organization. The Executive Director will also participate in shaping the future of the organization as it undertakes this important transition.



Who You Are

Do you have a passion for music, gender equity and fair-pay as it affects the artist community?

Are you eager to contribute to the Canadian cultural landscape by sharing in our vision to establish the BJP Music Foundation as a welcoming and collaborative hub for jazz in Canada that models intimate, unique and safe spaces for experiencing music and music education?

Are you excited at building a new role from the ground up? Are you a creative and forward-thinking leader with exceptional interpersonal and networking skills, fostering collaboration and strategic partnerships?

The successful applicant for this exciting role will share our values and have passion for music, ideally jazz, the local artistic community, IDEA (Inclusion, Diversity, Equity and Accessibility), gender equity and fair-pay as it affects the artist community. You will be a 'big picture' thinker who thrives on finding creative and practical outcomes.

Key Responsibilities

Work closely with the Board to expand our organizational capacity through:

Financial & Governance

- Create and manage budgets and work with our Board Treasurer for financial sustainability
- Lead and complete current governance and policy work
- Report to and meet monthly with BJP Board

Operational

- Manage volunteer, intern and contract worker relationships
- Along with our Board, identify and confirm alternative venue options outside of our traditional house concert venue, BuckingJam Palace
- Support programming events and Artistic Director as required
- Identify and develop new corporate sponsors and cultivate existing sponsor relationships
- Identify and develop new individual/corporate donors and foundations
- Identify foundation grant opportunities, submit and track applications and fulfillment reports
- Support and raise the profile of the organization's charitable status in the philanthropic community and clearly articulate the case for support and BJP's sponsorship deck
- Oversee administration and safe stewardship of donor data and work with the Board Treasurer and Canada Helps donation platform to monitor donations, tax receipting and donor correspondence



Other Duties

- Align all public programs, events, and services with BJP's mission, vision, and values
- Leverage existing work performed by the Board and contractors, such as our venue and marketing studies and strategic plans, and any existing studies undertaken by the community
- Cultivate relationships with community partners and collaborators
- Maintain updated databases of prospective and existing donors and sponsors
- Analyze, measure and present results of all operational activities
- Explore the feasibility of creating social enterprise ventures for BJP
- Represent BJP on external committees, public speeches at events, and showcase our passion for music, arts and culture

Qualifications and Education Requirements

BJP recognizes that valuable skills are built outside of paid employment. We encourage applicants to consider the breadth of your experiences while determining if you possess the following qualifications:

- Advanced education in not-for-profit arts management preferred
- Enthusiasm for the live music industry and familiarity with the Canadian music ecosystem
- Expertise in navigating external venue negotiations
- Expertise with marketing and communications
- Expertise with Google Workspace and Microsoft Office, particularly Excel, Word, and PowerPoint
- Expertise writing grants for a non-profit organization
- Expertise in fund development with a proven track record in soliciting and securing corporate sponsorships and/or individual & corporate donations
- Demonstrated success in building and maintaining long-term relationships with partners, collaborators and donors
- Ability to meet deadlines and juggle competing priorities
- Creativity, resourcefulness, and ability to innovate
- Ability to work both independently and with others

Preferred Skills (Considered assets but are not mandatory to apply)

- Proficient in not-for-profit governance and board relations in any industry
- Proficiency in managing volunteers
- Effective leadership and team supervision skills
- Strong financial acumen and budgeting skills
- Exceptional communication and interpersonal skills
- Excellent project management skills and attention to detail
- Exceptional relationship-building abilities
- Experience with volunteers and government bodies is advantageous
- Skilled in public speaking and creating professional presentations (Canva is preferred)



- Excellent written and verbal English communication
- Experience with social media management and content creation
- Familiarity with CRM software
- Background in music (preferred)
- Passion for jazz in Canada

What We Offer

Based on a 0.5 full-time-equivalent, a salary of \$35,000 per year on a two-year contract plus flexible work hours with the ideal start date of October 2, 2023 (TBD). No additional benefits are included at this time.

This position is Calgary based and has the potential to renew after two years, depending on successful outcomes. It assumes availability of 20 hours per week with occasional need for work in the evenings and weekends on events, and the possibility for partial remote work.

How to Apply & Hiring Process

Please send your resumé and cover letter by PDF to ED@buckingjampalace.com between September 1-17, 2023, under the subject heading : BJP Executive Director.

Closing Date: Apply by September 17, 2023, at 5.00 pm MST. Application period may be extended until the successful applicant is found. All applications will be held in strict confidence.

Only candidates selected for an interview will be contacted. Interviews will take place online or in-person.