

Managing Director

DOXA Documentary Film Festival, produced by the Documentary Media Society, is a community-oriented arts organization that premieres Canadian and international documentaries to Vancouver audiences during an annual 11-day festival, along with year-round programming and initiatives. The next festival will take place May 1-11, 2025.

We are seeking a dynamic and detail-oriented individual who is interested in working in a busy, energetic, film-loving environment to fill the full-time position of Managing Director.

DOXA's Managing Director reports to the Board of Directors and is part of the DOXA leadership team to serve DOXA's mandate, mission, and vision. You will co-manage the organization alongside the Artistic Director. The successful candidate brings financial management acumen and collaborative leadership style toward the success of the organization, in order to meet short and long-term goals for growth and community impact. All applicants must have the ability to work independently and collaboratively with a small team, have strong communication skills, and the ability to work within a Mac environment.

Responsibilities

- Board and Committees
 - Attend all Board Meetings; prepare business and finance report and present it at Board Meetings
 - Ensure communication between DOXA staff members and the Board
 - Work with the Board on strategic plans for short- and long-term goals
 - Organize and maintain Finance and HR records

- Human Resources
 - Negotiate and execute DOXA staff employment contracts
 - Ensure adherence to labour law requirements for staff and contractors (validity of work permits, statutory wage deductions, T4 issuance, filing of ROEs, contractor invoice payments, etc.)
 - Track and manage staff benefits (extended health benefits, paid time off, etc.)
 - In collaboration with the DOXA leadership team, hire and onboard new staff and contractors
 - Facilitate staff communications and processes required within the organizational structure
 - Oversee DOXA's staffing needs and work with the DOXA leadership team to ensure realistic execution of activities with available resources

- Financial Management
 - Prepare annual organizational budget and review it with the DOXA leadership team
 - Conduct monthly reconciliations to ensure financial targets are met
 - Make ongoing financial decisions regarding budget development, amendments, reductions, and/or extraordinary expenses
 - Maintain and manage annual CADAC reports
 - Reconcile, monitor and allocate funds between all DOXA accounts
 - Record day-to-day financial transactions in bookkeeping software (Quickbooks Online) and complete the posting process
 - Process accounts payable, accounts receivable, and payroll
 - Monitor and ensure the timely follow-up on accounts payable
 - In collaboration with the Development Manager, prepare tax receipts for charitable donations
 - Assist DOXA's external Accountants with preparing the annual financial statements
 - Work with the DOXA leadership team to ensure activities are planned and executed with available resources



**DOCUMENTARY
FILM FESTIVAL**

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- Fundraising / Revenue Generation
 - Assist the Development Manager to develop sponsor, donor, and ad sales strategies and relationships in order to meet budgeted targets
 - Gather necessary input and complete grant applications for public funders, government agencies, and foundations
 - Work with staff to build and maintain stakeholder (funder, government agencies, donors) relationships
- Box Office and Events
 - Work with Operations Manager to set up box office operations
 - Ensure financial and box office operational and compliance procedures are met, including training and supporting associated staff
 - Oversee daily Festival and Event box office reconciliations, for each venue
 - Process internal and external box office requests, as required
 - Input events and maintain the box office software, as required
- Organizational Operations
 - Exercise effective time management—work with staff to set and meet deadlines
 - Ensure timely filing of Charities Report, BC Society Report, WCB, T4s, ROEs, and other statutory filings
 - Maintain data using a range of basic databases and records systems, including mailing lists, lists of partners and donors, office records, etc. as required
- Miscellaneous
 - Represent DOXA as an active committee member of the 110 Arts Cooperative and The Post at 750 facility
 - As a shared responsibility with other DOXA leadership staff, manage general DOXA office duties, including telephone and mail

Qualifications

- Minimum of 3 years of experience in the field with financial and organizational management, including supervisory experience
- Familiar with policies and best practices for not-for-profits
- Strong comfort and experience with QuickBooks or similar accounting software
- Understanding of GAAP (Generally Accepted Accounting Principles)
- Proficiency with Google Workspace, Slack and Microsoft Office Suite
- Experience with database software, such as Keela an asset
- Detail oriented and expert time management skills
- Strong written and verbal communication skills

Compensation

- Two weeks of paid vacation to start
- Extended health, vision, and dental benefits, with 50% paid by DOXA after three months.

Term

- Starting: October 1, 2024
- Annual Salary: \$54,000 to \$64,000 (\$30 to \$35 per hour), depending on experience

We strongly encourage applicants with lived experience, from Indigenous communities, people of all races, ethnic origins, religions, abilities, sexual orientations, and sexual identities to apply.

TO APPLY:

Email your cover letter and resume to the Hiring Committee at hr@doxafestival.ca. Deadline to submit is 3:00pm, Friday Sept 6, 2024.

We thank all candidates for applying, however, only those selected for an interview will be contacted.