



VANCOUVER
YOUTH
CHOIR



Vancouver Youth Choir Executive Director Search



VANCOUVER YOUTH CHOIR (VYC) is seeking a creative, dynamic, and collaborative individual to serve as its next Executive Director. Reporting to the Board of Directors and working in partnership with the Founder & Artistic Director, the Executive Director will be responsible for managing all operational components of the VYC. The Executive Director will be a leader in the Vancouver arts community, with a strong commitment to engagement in the region, across Canada and internationally. The ideal candidate will have a drive to build public and private-sector support to deliver on strategic priorities and embrace collaboration with the VYC team to maximize earned and contributed revenue while achieving organizational success.

The organization now stands at a pivotal moment — transitioning from a high-performing startup into a lasting civic cultural institution. This role offers a rare opportunity to help shape that transition. As the management leader of VYC, the Executive Director will play a crucial role in planning for the organization's overall advancement. Supporting and partnering with artists, staff, choir members, the board, and volunteers, the Executive Director will implement the strategic plan while building a thriving, creative, and diverse culture that serves the Greater Vancouver community. The Executive Director will conceptualize and implement a plan to continue growing the VYC's objectives while leading and motivating a highly effective management team to devise and execute successful strategies.

This is an exciting and unique opportunity for a professional arts executive with senior leadership experience in an arts or mission driven organization who can bring their vision, experience, and skills to the VYC. This role will be particularly compelling to leaders who enjoy building institutions, not simply maintaining them.

The Organization and Opportunity

Founded in 2012, the Vancouver Youth Choir (VYC) has rapidly become one of Canada's leading youth choral organizations. Known for artistic excellence, adventurous programming, and exceptional youth training, the choir performs locally, nationally, and internationally.

The organization is now entering a phase of **institutional consolidation and civic expansion**, strengthening its administrative infrastructure and preparing for potential long-term capital development. The Executive Director will partner closely with the Founder and Artistic Director in guiding this next chapter.

The Executive Director serves as the organization's chief administrative and operational leader, responsible for ensuring that the organization's artistic vision is supported by positioning VYC for long-term sustainability and civic impact by strengthening financial modeling and long-range planning; expanding major donor and civic relationships; leading fundraising strategy and campaign development; building operational systems appropriate for a growing cultural institution; supporting the organization's increasing national and international profile and helping to foster a culture of collaboration, belonging, and care that is central to the VYC experience.

VYC operates under a **dual-executive leadership model**. The Artistic Director leads the artistic vision, standards, and programming; oversees artistic staff and pedagogy and defines program scope and artistic priorities. The Executive Director leads operational execution, finance, fundraising, and administration, and oversees staff responsible for operations, marketing, development, and production while ensuring organizational sustainability and institutional growth.

Both the Artistic and Executive Directors report directly to the Board of Directors, jointly develop a multi-year strategy, co-develop the annual budget and align artistic ambition with financial sustainability. Major strategic decisions are made collaboratively.

The Vancouver Community

Vancouver is consistently named as one of the top five worldwide cities for liveability and quality of life, placing 5th in 2023 for most liveable cities based on stability, culture, entertainment, infrastructure, and education. Vancouver is a multicultural city with a population of almost 2.7 million that boasts scenic views, a mild climate, and friendly people. Vancouver has hosted many international conferences and events, including the 2010 Winter Olympics and Winter Paralympics. Vancouver offers an exciting and eclectic culinary landscape, nightlife, live entertainment, performing arts, professional sport, museums and galleries.



Role and Responsibilities Vancouver Youth Choir Executive Director

The Executive Director provides overall operational leadership for the organization and supervises the senior managers responsible for the following functional areas:

Operations

(Managed by the Director of Operations)

Responsible for the systems and logistics that support choir programs and member experience, including:

- Recruitment, enrollment, registration, and fee collection
- Program logistics and participant communications
- Rehearsal scheduling and venue management
- Volunteer coordination
- Inventory and equipment management
- Administrative systems supporting day-to-day program delivery

Production and Events

(Managed by Director of Production and Events)

Responsible for planning and executing all performances and major events, including:

- Concert production logistics
- Tour and retreat operations
- Event and venue coordination
- Production scheduling and event execution

Marketing and Development

(Managed by Director of Marketing & Development)

Responsible for growing the organization's visibility and financial sustainability, including:

- Fundraising strategy and donor stewardship
- Grant development and institutional funding relationships
- Marketing and brand communications
- Audience development and campaign execution
- Preparation for future capital campaign initiatives

In addition to supervising the operational leadership team, the Executive Director holds direct responsibility for the following leadership areas:

Institutional Leadership

- Partner with the Artistic Director to develop multi-year strategic plans
- Serve as the primary operational partner to the Artistic Director, ensuring artistic vision is realized through sustainable operational, financial, and organizational planning
- Represent the organization within civic, philanthropic, and cultural networks
- Strengthen governance processes and support the work of the Board
- Ensure risk management, policy development, and regulatory compliance

Financial Stewardship

- Oversee development of sustainable program revenue strategies, including pricing, enrollment, and accessibility considerations
- Lead annual budget development and long-range financial modeling
- Oversee financial forecasting and financial sustainability planning
- Ensure accurate financial reporting and oversight of audits and tax filings
- Maintain strong financial controls and compliance practices

Fundraising & Development

- Lead comprehensive fundraising strategy and revenue diversification
- Cultivate and steward major donors and philanthropic partners
- Oversee grant development and institutional funding relationships
- Support the planning and execution of future capital initiatives
- Work closely with development and marketing leadership

Team Leadership

- Supervise and mentor senior administrative staff
- Build a healthy, accountable organizational culture
- Strengthen internal systems, communication, and workflows
- Ensure strong coordination between artistic and operational teams
- Champion inclusive practices and equitable access across programs, operations, and organizational culture

Strategic Growth & Capital Planning

- Support exploration of potential future facility development
- Oversee capital planning and feasibility processes
- Prepare the organization for future campaign development and expansion

Administrative Infrastructure

- Oversight of organizational IT systems and operational tools
- Ownership of the full HR lifecycle (hire-to-retire)
- Organizational policy development, compliance, and governance
- Provide oversight of organizational risk management, including program delivery, touring, financial, and reputational risk

Governance & External Representation

- Support Board governance processes and reporting
- Maintain compliance with regulatory and policy frameworks
- Represent VYC in the community and cultural sector
- Engage professionally in civic, philanthropic, and arts networks

Qualifications

The ideal candidate will bring:

- Senior leadership experience in an arts or mission-driven organization
- Demonstrated experience managing complex nonprofit budgets and financial planning.
- Experience with fundraising and major donor cultivation
- Demonstrated ability to build operational systems and teams
- Experience collaborating with artistic leadership
- Excellent relationship-building and communication skills

- Strategic thinking combined with operational discipline
- Experience with **capital campaigns, facility development, or institutional expansion** is highly valued.

Personal Attributes

Successful candidates will demonstrate:

- Strategic clarity and organizational leadership
- Emotional intelligence and collaborative instincts
- Comfort working collaboratively within a dual partnership model
- Confidence navigating complexity and growth
- Commitment to artistic excellence and youth development

Key Traits and Characteristics of the role include:

- **Leadership** – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- **Teamwork and Interpersonal Skills** – Cooperating with others to meet objectives and the ability to effectively communicate to build rapport while relating to many different people.
- **Decision Making & Resiliency** – Analyzing all aspects of a situation to make consistently sound and timely decisions with the ability to quickly recover from adversity.
- **External Stakeholder Focus** – The dexterity to anticipate, meet, and exceed stakeholder needs and expectations.
- **Creativity & Innovation** – Creating innovative approaches, programming, processes, technologies, and/or systems to achieve the desired result.
- **Flexibility, Time, and Priority Management** – The ability to prioritize and complete tasks to deliver desired outcomes within allotted time frames while readily modifying, responding, and adapting to change with minimal resistance.
- **Employee Development/Coaching** – Facilitating, supporting, and contributing to the professional growth of others

Compensation & Benefits

The Vancouver Youth Choir offers an annual salary of \$100,000-\$115,000 per year, commensurate with experience, together with a health spending account. Opportunities for growth in annual compensation can take place if additional programs and revenue growth are achieved by the new Executive Director.

Application Instructions

The Vancouver Youth Choir's Executive Director Search is being led by Nicola Dawes and Martin Bragg of Martin Bragg & Associates. Please email your letter of interest and resume confidentially with a summary of demonstrable accomplishments **on or before May 15, 2026**, in Word or PDF format to Martin Bragg & Associates at vancouveryouthchoir@mbassociates.ca **We strongly encourage interested candidates to apply early, as the review of applications will begin immediately**

Qualified candidates are encouraged to apply, and all applicants will receive an acknowledgment of their application. No phone calls, please. The Vancouver Youth Choir is an equal-opportunity employer and strongly supports and values diversity in the workplace. Applications from all qualified candidates are welcome, and individuals from equity-seeking groups are encouraged to apply.