



Call for Applications

d.talks Managing Director

Deadline: Friday May 30, 2021

d.talks started in 2013 as a public facing forum meant to build community and conversation within the city on the value of design and the built environment.

What drives the way we build? Who gets to weigh in on the city's cultural aspirations? What kind of city do you want to live in?

Providing a well-respected and energetic public forum, d.talks events invite Calgarians into conversation—regardless of age, gender orientation, or difference of ancestry, all are invited to explore design's impact on how one feels connected to *this* place, in *this* city. The conversations build civic discourse, encourage citizens to come together, to share in a vision for Calgary.

We often say that a question is as important as an answer; that a question can inspire not only reflection, but new ways of seeing. We now ask, are you *compelled* to join us?

In the past year, d.talks has embarked upon a review to strengthen the organization's managerial and administrative capacity, preparing for management transition. In support of this process, d.talks is seeking a *part-time Managing Director* during this vitally important period of growth.

The Role

Working closely with the Artistic Director, the Managing Director will be accountable to the d.talks Board of Directors and will play a key role in the organization in strategic leadership, driving fund development efforts, administration, and ensuring fiscal sustainability of the organization.

A future-oriented city builder and entrepreneurial leader, the successful candidate will bring financial literacy, experience in managing projects and budgets, engaging stakeholders and community organizations, and grant writing knowledge. The successful candidate will play a prominent role in leading and inspiring staff, volunteers, and stakeholders of the organization, and have a collaborative approach and ability to work in groups with diverse backgrounds, interests, and levels of experience.

Key areas of focus for the role include the following:

Stewardship

- Financial Oversight including sourcing grant opportunities and grant writing
- Manage charitable donation receipts and record-keeping
- Work with Treasurer and Bookkeeper to develop annual operational budgets and maintain financial records
- Direct operational fundraising initiatives working with the Board and Development Committee

Visionary Leadership

- Oversee program delivery and project execution
- Lead a core of volunteers to deliver program and outreach
- Provide thought leadership on the organizational strategy including audience and stakeholder engagement

A Passion for Community Outreach

- Steward relationships with community and supporting organizations
- Liaise with the Relationships Committee and the Board to develop and strengthen stakeholder relationships

Compensation

The Managing Director will be a **part-time contract position** with the potential for increased responsibility over time, based on funding. As such, the role offers a flexible work schedule. Some periodic phone meetings will be required during weekday business hours. A few early evening meetings may require online participation. All work can be done from home with access to the internet and phone, both during and after the pandemic. A centrally-located space for meetings can be provided once health guidelines allow for in-person meetings. This space will be safe and inclusive as well as accessible by transit.

The d.talks board has allocated \$25,000 - \$30,000 (based on experience) to this contract position through the end of the fiscal year. There is potential for this contract to be extended based on performance. d.talks is an equal opportunity organization. We thank you for your interest.

To Apply

Submit a blind resume (a CV + cover letter without name/contact details) that outlines your experience. We are requesting blind submissions in order to support the d.talks Board in the commitment to diversity and inclusion with the hiring process.

Please include a separate cover letter with your name, email and relevant contact details, including any social media handles you wish to share. You are welcome to include references on the cover letter.

Please send your blind resume and separate cover letter with contact details to: hello@dtalks.org. Applications are accepted until end of day May 30, 2021.

Design Talks (d.talks) is located on the traditional territories of the Treaty 7 region of Alberta including the Blackfoot Confederacy comprised of the Siksika, Piikani and the Kainai First Nations, the Iyârhe Nakoda including the Bearspaw, Chiniki, and Wesley First Nations, the Beaver people of the Tsuut'ina First Nation, and the people of the Métis Nation of Alberta, Region III.