



WOMEN IN FILM
AND TELEVISION
VANCOUVER

Executive Director – Job Posting

About Women in Film and Television Vancouver

Women In Film and Television Vancouver (WIFTV) is a member-based organization committed to creating an equitable screen-based industry for women and gender diverse people.

By addressing systemic barriers we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Vancouver International Women in Film Festival that champions women and gender diverse creators

WIFTV is inclusive of women (trans and cisgender), Two Spirit, non-binary and gender diverse people and male ally members. WIFTV incorporated in 1989 as a not-for-profit society registered in British Columbia. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

Job Description

WIFTV is currently looking for an Executive Director to develop and implement strategies for WIFTV's programs, advocacy, fundraising and overall mission. The Executive Director will work closely with the WIFTV Board to clearly represent the organization's voice and messaging and to connect WIFTV to our members, sponsors, supporters, and the greater screen-based media industry.

Women In Film + Television Vancouver Society
415– 207 West Hastings Street, Vancouver, BC V6B 1H7
Phone: 604-685-1152 | womeninfilm.ca | wiftv@womeninfilm.ca



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Our ideal candidate demonstrates:

- Core values that align with WIFTV's mission and principles of equity, diversity, inclusion, and accessibility in screen-based industries
- Ability to take initiative, be creative, work well independently and as a team leader
- Successful track record in multiple areas of fundraising (sponsorships, grants and events)
- Excellent project management skills and experience prioritizing and balancing multiple tasks under pressure
- Ability to work flexible hours to participate in possible evening meetings and events
- Excellent communications skills, both written and verbal, across all media platforms, with an eye for detail, good editing skills, ability to craft content that inspires and engages
- Proficiency in Excel, Word, G Suites, digital file sharing and storage platforms

Responsibilities include:

- Developing and implementing WIFTV's vision, priorities and strategic programming choices in consultation with the Board, staff and in consultation with key stakeholders
- Financial stewardship: overseeing the financial health of the organization, including WIFTV's sponsorship strategy, grant applications, individual giving and major gifts with support from sponsorship coordinator, Board Sponsorship Committee and key staff; Overseeing financial reporting and annual budget in consultation with Bookkeeper, Treasurer and Board of Directors
- Internal/External Relations: Maintain and deepen relationships with an extensive network of community and industry partners; represent WIFTV at community and industry events
- Advocacy: Work in partnership with WIFTV's key coalition partners and Advocacy Committee to create change in screen-based industries
- Governance: Attend monthly Board of Director meetings and Executive Committee meetings and provide regular reports, and other committee meetings as required

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- Leadership: Team management that ensures seamless administration of the organization and its programs, includes but is not limited to membership (correspondence, database, communications), financial administration (budgeting, bookkeeping, bank deposits, appropriate controls), society act and insurance filings, public relationships, website maintenance, and office management; licenses and contracts; tracking attendance and relevant statistics
- Carry out any other reasonable directions and requests by the Board and comply with the rules and regulations of WIFTV in connection therewith

Application Information

To apply, please send an email to womeninfilmsearch@gmail.com with your resume and a one page covering letter. Deadline to apply is September 30, 2021.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.

This is a 4-day or 30 hr/week salaried position at \$45,000 per year with two weeks annual vacation.

We especially encourage applications as diverse as the membership we serve; Indigenous, people of colour, and people whose sexualities, age and abilities across a spectrum are especially welcome.