

Title: Senior Strategic Initiatives and Project Manager

Reports to: President & CEO

Direct Reports: N/A

Summary

Working in a fast-paced, highly collaborative environment, the **Senior Strategic Initiatives and Project Manager** is responsible for an exciting, multi-faceted portfolio at the CLMA. In addition to the management and leadership of all existing (and new) granting and sponsor relationships, the SSIPM oversees all aspects of training and development activities for the Association's members. Having just commenced our new fiscal year, we have a road map in motion and seek an amazing human who wants to join this world-class team to make a difference in and on behalf of Canada's incredible live music industry. This is a keen opportunity for an emerging leader whose own vision, energy and personality will compliment the internationally recognized and impactful work of the association.

Job Duties

As a core and senior member of the team you will:

- Develop, implement and monitor all programming and related financial management (training/professional development programs/research/additional special projects) on a national level;
- Identify and assesses current and future training and development needs for the organization and its members;
- Ensure all training and development programs are developed or purchased in a cost-effective manner, assessing the return on investment of all programs to ensure maximum benefit to the members and the organization;
- Consult often with the team and other members to determine training/development needs;
- Develop and manage annual budgets and plans for training and development;
- Foster, nurture and seek out new, diverse and existing relationships that can positively impact the sector;
- Create and manage training and development to support the CLMA's commitment and growth to equity, diversity, and inclusion;

Partnership Development:

- Seek out collaborative opportunities for the Association, oversees partnership development and management
- Support the Membership Manager in identifying and researching opportunities to recruit new members by developing communications materials and programs;
- Help to increase quantifiable impact of the CLMA's work from coast to coast to coast;

Business Development:

- Lead, research, and identify prospective grant programs, oversee the development of grants/applications and reporting;
- Build on existing and foster new relationships with sponsors and collaborators, in and outside of the sector;

Other:

- Support to the President & CEO
- Other duties as assigned;

Preferred Skills and Competencies

- Post-secondary degree or diploma in arts and/or business
- A minimum of 5 years of field experience in the music industry or closely related field, with a focus on program development and management
- Demonstrated knowledge of change management
- Proven track record of developing and implementing successful and effective training and development programs and activities
- Highly effective written and oral communication skills
- High-degree of computer literacy, including effective working skills of MS Word, Excel, PowerPoint and email required
- Strong problem identification and problem resolution skills
- Ability to interpret and implement company policies and procedures
- Extensive people management skills
- Superior time management skills
- Experience dealing with third parties, consultants, and training specialists
- Proven ability to implement and manage budgets
- Successful grant writing and reporting history
- Proficiencies in multiple languages an asset

Core Competencies

- Customer Focus
- Communication
- Energy & Stress management
- Team work
- Quality orientation
- Time management
- Adaptability / flexibility
- Creative and innovative thinking
- Strong decision making and judgment
- Planning and organizing
- Problem solving
- Result focussed
- Accountability and dependability
- Ethics and integrity
- Providing consultation
- Development and continual learning

Working Conditions

- Interacts with partners, employees, members, government, stakeholders
- Ability to create, attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- All team members work remotely

To Apply

The CLMA is committed to the health and sustainability of the live music industry in Canada and working to ensure a more inclusive sector for marginalized and racialized Canadians. We invite and encourage qualified applicants from all backgrounds and physical abilities to apply.

Please submit an up-to-date resume and **comprehensive cover letter** clearly and specifically outlining your interest in the position and salary expectations to moliver@canadianlivemusic.ca. The position is a one-year, full-time contract position, with potential to extend.

We sincerely thank all applicants for their interest, however only those being considered for an interview will be contacted.

Deadline to submit applications: Intake as needed

Start Date: ASAP

About the Canadian Live Music Association

The CLMA is the voice of Canada's vibrant live music industry, working to entrench its economic, cultural and social value and creating the conditions for concerts to thrive. Membership includes concert promoters, festivals, talent agencies, venues, clubs, arenas, performing arts centres, industry associations and networks and suppliers.

Learn more at <http://canadianlivemusic.ca>