



The **Kootenay Literary Society (KLS)** is seeking an **Executive Director** to lead the organization's programming and operations, including the **Elephant Mountain Lit Fest (EMLF)**. This annual festival, based in Nelson, B.C., brings together local and national literary talent to foster enrichment, education, professional development, and excitement for writers and readers.

The Executive Director will work closely with the Board of Directors and volunteer committees to ensure the success of the festival and related programs. This role requires a leader with experience in event planning, fundraising, financial management, marketing, and community engagement.

Key Responsibilities

Program Development & Delivery

- Shape and implement the vision for KLS in collaboration with the Board.
- Increase festival attendance from the West Kootenay region and beyond.
- Build relationships with other arts organizations and literary festivals to share resources and insights.
- Plan, organize, and execute KLS programming, including the festival and annual youth program.
- Secure venues, accommodations, catering, and other event services.
- Attract, train, and support volunteers.

Financial Management & Fundraising

- Develop and oversee the annual operating budget in collaboration with the Board.
- Identify funding opportunities, write grant applications, and secure sponsorships.
- Ensure responsible financial oversight, including banking and expense approvals.
- Seek out fund development opportunities to support the festival's growth and sustainability.

Communications & Public Engagement

- Lead KLS's marketing and communications strategy, including website management, social media, and promotional campaigns.
- Act as the primary media spokesperson, giving interviews and writing press releases.
- Maintain relationships with key stakeholders, including authors, publishers, literary agents, funders, sponsors, volunteers, and the broader literary community.

Administrative & Strategic Leadership

- Maintain organizational records, contracts, and correspondence.
- Provide regular reports to the Board on finances, programming, and festival planning.
- Contribute to the development and execution of KLS's long-term strategic vision.

Qualifications & Skills

- Budget management expertise, including financial planning, analysis, and reporting.
- Grant writing and sponsorship development experience.
- Strong understanding of the BC and Canadian arts ecosystem.
- Ability to work both independently and collaboratively while managing multiple projects and deadlines.
- Experience in event planning and administration.
- Marketing and social media skills to effectively promote events.
- Exceptional oral and written communication skills.
- Cultural agility and an understanding of working relationally
- Dedication to upholding a safe and inclusive space for contractors, board members, artists, and patrons to ensure an environment free of harassment, racism, ableism, sexism, homophobia, and transphobia.
- A deep passion for supporting writers and the literary community in the West Kootenays.

Position Details

This is a hybrid, contractor role in Nelson, BC.

The KLS Executive Director will receive \$20,250 per year for these services. This amount is calculated as 810 hours at \$25/hour, undertaken over a 12-month period (42 weeks at 15 hours/week, 6 weeks immediately before and during the Festival at 30 hours/week, 4 weeks of the year not under contract). It is understood that hours may increase or decrease from week to week, with full-time engagement immediately before and during the Festival. Vacation time may be negotiated with the KLS Board.

How to Apply

Applications are due by Monday, April 14th, 2025 at midnight PST. Submit your resume and cover letter to elephantmountainliteraryfest@gmail.com with the subject line "Application: Executive Director".