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**Position Title:** Executive Director

**Reports To:** Board of Directors

**Direct Reports:** General Manager, Finance Manager, Producer, Director of Audience Experience, Manager of Archives, Collections & Programming, Exhibition & Research Manager, Program Manager, Engagement Lead, Marketing Lead, and Content Lead

**Employment Type:** Full-Time, Permanent

**Location:** Japanese Canadian Cultural Centre, 6 Sakura Way, Toronto, ON

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### **The Organization**

Founded in 1963, the Japanese Canadian Cultural Centre (JCCC) is a not-for-profit organization that celebrates the unique culture and history of Japan, and the legacy of Japanese Canadians for the benefit of all Canadians. The JCCC is recognized worldwide as an important and vibrant community institution.

Since its opening, the JCCC has served as a gathering place for those with an interest in Japanese Canadian history and Japanese culture. With the motto, “friendship through culture,” the common denominator for involvement at the JCCC is a shared interest in the programming and events in an environment where everyone is welcomed equally and with respect.

The JCCC is run on revenue generated through its distinctive programs and events, rental income and donated funds, and through the support of its nearly 1,200 energetic and enthusiastic volunteers of all ages and backgrounds.

### **Vision Statement**

The JCCC Vision is to enrich lives globally through the celebration of Japanese culture and Japanese Canadian heritage. This means:

- Becoming a compelling destination for guests both in-person and virtually;
- Educating all generations and communities about the Japanese Canadian experience and the lessons learned; and,
- Sharing traditional and contemporary Japanese experiences of all types (food, film, cultural pursuits, sports, etc.).

### **Mission Statement**

Our Mission is to *promote understanding, inclusion, and friendship by sharing the Japanese Canadian experience and traditional and contemporary Japanese culture.* This means:

- Widen the lens on the Nikkei diaspora and connect with it in new, meaningful, and interesting ways;
- Pursuing broad community partnerships; and,
- Enable all people and all generations to participate and learn.

### **Friendship through Culture**

In executing our mission, we take pride in our heritage, creating a lasting tribute to the unique history and contributions of past generations; we bridge generations as the means for the continuing evolution of our community, and we demonstrate the importance of tolerance and acceptance of cultural diversity for the benefit of all Canadians.





## THE POSITION

The JCCC is seeking a forward-thinking, energetic, and entrepreneurial leader who will be a visible champion for the organization and its pride of place in the cultural and wider community of Toronto and Canada. The Executive Director (ED) will be a champion for JCCC's exhibition, educational, and program offerings. They will be comfortable representing the JCCC to various Canadian and Japanese public bodies and individual stakeholders and, in conjunction with the Board Chair/President, will be the public face of the organization. The ED will work closely with the Board Chair/President, will report to the Board, will provide executive leadership, administrative guidance and will execute the strategic priorities and work to achieve the strategic objectives set for the ED by the Board.

Advancing the mission, vision, and values of the JCCC, the ED will support governance practices initiated by the Board, policy making, and community and donor relations. They will collaborate with the Board and staff to plan and operate the business of the JCCC pursuant to a balanced budget, grow the capital reserves of the JCCC to ensure the long-term financial health and viability of the JCCC, and generate revenue through multiple means, including but not limited to the delivery of dynamic and accessible exhibitions, festivals and programs.

The new leader will be primarily responsible for all aspects of JCCC's operations and will be accountable for empowering, guiding, and mentoring a highly motivated team of staff and volunteers.

The successful candidate will possess the experience, knowledge, and vision to maintain and enhance the status of the JCCC as an exciting, impactful organization and community in which all Canadians who are interested in the Japanese Canadian experience and traditional and contemporary Japanese culture will feel welcome and engaged.

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## Responsibilities

### *Strategic Leadership*

- In close collaboration with the Board of Directors and senior management, develop and evolve strategic planning and lead the implementation of operational plans and budgets.
- Ensure the management team has appropriate skills and experience to achieve the JCCC's strategic objectives.
- Assist the Board in executing on the JCCC's vision, mission, values, and determining appropriate standards of ethical conduct.
- Grow and support the engagement of the JCCC's community in collaboration with multiple stakeholders.
- Work closely with the Board to maintain and strengthen the JCCC brand.
- Work with senior staff to create and present impactful programs across all cultural platforms, while significantly expanding audiences and extending the community engaged by the JCCC.
- Work with management and staff to ensure that the programming meets the goals and ambitions of the JCCC, balancing artistic integrity and imagination with fiscal responsibility.
- Develop and implement innovative and impactful communications, marketing, and sponsorship plans.
- Ensure that an ongoing, effective organizational structure is in place to support the JCCC staff, volunteers and as necessary, the Board, including all committees of the Board, in order to fulfill the JCCC's strategic objectives.





- Ensure compliance with the organizational policies of the JCCC, consider and recommend to the Board any changes that may be necessary to those policies, and support the application of strong governance practices at the JCCC, including to maintain the status of the JCCC as a not-for-profit organization in Canada.

#### *Advocacy & Development*

- Act as the face, voice, and inspirational spokesperson for the JCCC in tandem with the Board Chair/President.
- Maintain, sustain and enrich strong relationships and harmony across the multiple generations within the Japanese and Japanese Canadian communities (i.e., descendants of pre-WW2 Japanese immigrants, the post-War and Shin Nikkei communities).
- Sustain and expand the JCCC's networks and partnerships in the community and with other cultural institutions in Canada and beyond, furthering the JCCC's reputation and visible presence in the local and, where feasible, global cultural scene.
- Work together with the Board Chair/President to promote strong relationships between the JCCC and governmental representatives of Japan in Canada, including the Consul-General of Japan in Toronto and Japan's Ambassador to Canada, and between the JCCC and governmental representatives of Canada whose responsibilities include relations with Japan, including the Ambassador of Canada in Japan.
- Forge new and maintain existing positive relationships with the JCCC's sponsors, donors, funding agencies, cultural organization peers, commercial/event partners, and suppliers.
- Oversee and implement a fundraising plan to significantly increase JCCC's financial health and capital reserves, including making convincing fundraising presentations to corporate and community leaders and donors.
- Provide fundraising leadership and management to ensure that fundraising from government, corporate partners, trusts and foundations and individual donors is maximized.
- Work with the Board, committees, and clubs to proactively identify and secure new sources of funding and sponsorship that align with and advance the JCCC's strategic priorities and goals.
- Agree on appropriate metrics against which fundraising will be regularly evaluated.
- Deepen the connection between Japanese Canadians as well as the broader communities of Toronto and the JCCC, creating a palpable sense of civic engagement and enriching the city of Toronto.
- Host special events confidently and engage and develop close and fruitful personal relationships with existing and potential donors.

#### *Human Resources*

- Fostering the spirit of "friendship through culture" through all aspects of operations.
- Provide leadership and development in all areas of the JCCC including Heritage, Finance, Information Technology, Front of House, Human Resources, Martial Arts and Cultural Programs, Art Gallery, Event Management, Clubs, Rentals, Building Management, and Commercial Leasing.
- Manage the human resources of the JCCC (in total, more than 30 employees at present and approximately 1200 volunteers) by implementing appropriate systems for selecting, developing, motivating, and evaluating all staff.
- Lead and inspire full-time and contract employees, volunteer leaders and volunteers, interns, and student workers.
- Ensure that the JCCC upholds high standards of ethical operation through effective policies regarding health and safety, health protection, anti-harassment, and non-discrimination.





- Maintain effective risk management controls and mitigation strategies, including in respect of cyber security and general digital practices followed at the JCCC.
- Implement best practices related to all facets of human resources, including recruitment, retention, evaluation, succession planning, and training and development.
- Develop and foster a responsible, respectful and empathetic workplace culture that maintains the highest standards for excellence, equality, creativity, collaboration, and inclusiveness.
- A commitment to support and grow an internal culture that values people and provides an opportunity for everyone to flourish, through the support of an atmosphere reflective of “Friendship through Culture.”

#### *Financial Management*

- Provide attentive financial leadership of the JCCC, ensuring fiscal accountability and sustainability and overseeing the development of financial and management reports.
- Ensure the creation of a fiscally responsible budget, optimizing short and long-term financial performance and working systematically to identify and mitigate financial risks.
- Prepare annual operating plans and budgets for review and approval by the Board.
- Oversee all financial aspects of JCCC operations and fundraising including budget, monitoring and audit.
- Participate in all policy or operational decisions that have an important impact on JCCC’s revenues, expenditures, financial position, and prospects.
- Oversee applications/proposals for funding and financial assistance and operating reports to all funding agencies.
- Oversee adherence to rules and conditions attached to all donations, grants, and sponsorships, including partnerships, gifts-in-kind, etc.
- Working with the Finance Manager, liaise with the finance committee and auditors and supervise the preparation of audit files.

#### *Board Relations*

- Assist the Board Chair/President, as requested, to ensure that the Board receives the support it requires to fulfill its governance function and fiduciary role.
- Provide the Board, as requested, with timely, sound advice and information to promote efficient and effective decision-making.
- Attend all JCCC Board meetings and the Annual General Meeting.
- Ensure filing of all legal/regulatory documents and monitor compliance with all relevant laws and regulations.
- Assist the Board Chair/President, as requested, to support general due diligence processes that may be required from time to time to support the business of the JCCC, and ensure that such processes are timely and apply informed attention to core issues.
- Keep the Board apprised of risk management issues including legal, financial, public relations, and insurance matters affecting the JCCC.
- Manage and maintain excellent relations with the Board to facilitate effective governance, working closely with the Board through monthly board meetings, and proactively supporting the work of Board committees.





### **Candidate Qualifications**

- Demonstrated successful leadership in operating an arts and culture, not-for-profit, private sector organization, or other relevant experience.
- A convincing track record of strategic leadership, vision, collaboration, and inclusive team building are essential foundations for this role.
- A passion for culture and cultural programming generally and a specific affinity for Japanese Canadian heritage and Japanese culture, is an asset.
- Experience at a senior managerial level with accountability for financial and revenue goals, program development, staff development, and strategic and operational planning.
- Exceptional financial and business acumen, and a track record of innovation and growth.
- Proven financial management skills, including budgeting, forecasting, and overseeing preparation of financial statements and resource development.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility, and the necessary cultural competencies to lead a multi-generational, largely Japanese Canadian/Shin Nikkei- focused organization and workforce.
- As a key, inspirational, spokesperson for the organization, must be comfortable with presentations, media, and public relations.
- Experience in managing fundraising strategies and campaigns and identifying new sources and increased levels of contributed capital.
- Previous experience with revenue generation, including the acquisition, maintenance, and retention of corporate sponsors and funding partners, would be an asset.
- Significant change management capability through demonstrated experience in a major organizational transformation.
- Experience developing relationships and collaborating with a broad range of stakeholders, including volunteers, community partners, sponsors, and members.
- Demonstrable high-level experience and proven capacity to lead, manage, motivate, inspire, train and collaborate with staff, board members, and volunteers.
- Excellent stakeholder management skills and experience in relationships with boards of directors.
- Be able to function effectively in a small organization requiring ‘hands-on’ closeness to the work being done.
- Experience and instinctive understanding of marketing, advertising and public relations activities, using conventional and evolving forms of media.
- Sufficient technical savvy to propose, plan, and manage significant upgrading of retail, donor and member management, and digital archiving IT systems.
- A university degree or equivalent practical experience.

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### **Candidate Attributes**

- High-level leadership skills; a proactive and dynamic professional who inspires confidence and credibility, has a strategic orientation, and an honest, transparent and collaborative leadership style.
- A strong commitment to JCCC’s mission and values.
- Business-savvy and dedicated both to outstanding programming and to visitor engagement.
- A self-starter comfortable working within a lean institution; an entrepreneurial spirit.
- A strategic thinker who embraces innovation and change.





- Strong strategic thinking and planning skills combined with sound judgment; a person who embraces innovation and change.
- Politically astute and attuned to individual and group personalities and sensitivities, including the sensitivity required to recognize and balance the management of matters of interest and concern to the various constituencies of the JCCC.
- Team approach and willingness to empower those reporting to you.
- Strong interpersonal skills, unimpeachable integrity, and high energy.
- Clear and effective communication skills and public-speaking abilities, including the use of accessible language that recognizes the nature of the JCCC audience.
- Competency speaking the Japanese language is not required but would be an asset.
- Dedicated to the principles of equal opportunity, cultural diversity, and broadening access to the arts.
- A confident, calm, tactful and fearless professional approach that demonstrates emotional intelligence through an ability to deal with a wide variety of people.

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### **Compensation**

A competitive compensation package including base salary of \$160K per annum and an annual bonus with a target of \$15K (range of \$0 to maximum \$30K, prorated in first year) to be awarded at the discretion of the Board based on agreed-upon performance criteria. Benefits will also be provided.

The position is based at the JCCC's offices in Don Mills (Toronto), Ontario. While the individual will usually work in an office environment, the mission of the organization may sometimes take the ED to non-standard workplaces. The ED will typically work a standard work week, but will often work evenings, weekends, and additional hours to accommodate activities such as events, Board meetings and representing the organization at public events.

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### **How to Apply**

We invite candidates to apply by email with your cover letter and résumé no later than July 19th, 2026. Send to: [JCCC@searchlightpartnersgroup.com](mailto:JCCC@searchlightpartnersgroup.com)

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**The JCCC is committed to employment equity and encourages candidates to self-identify as visible minorities; people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Indigenous peoples; and persons with disabilities.**

**We are committed to an inclusive, accessible, and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise us should you require any accommodation to participate in the recruitment and/or assessment processes. All qualified candidates are encouraged to apply; however, preference will be given to Canadian citizens and permanent residents.**

**We thank all applicants for their interest; however, only those advancing in the process will be contacted.**

