

REQUEST FOR PROPOSALS – EXECUTIVE DIRECTOR 2017

From our homes and businesses to the ads we see, the parks we enjoy and the roads and bridges we travel, design professionals have shaped and molded our world for function and beauty.

The Design Council of Saskatchewan (DCS) is the collective voice of six provincial associations representing design professionals in Architecture, Community Planning, Engineering, Graphic Design, Interior Design and Landscape Architecture. DCS promotes public awareness, as well as an understanding of applied design in the province.

DCS, seeks proposals from individuals, firms, and organizations to serve as the Executive Director. The successful candidate shall be responsible for the routine administration, maintenance of membership & fees, guidance (supervision) of sub-committees, marketing & communications strategy, financial administration, and other duties as required for Design Week 2017 and the 2017 Premier's Awards for Excellence in Design program.

The successful candidate will be an individual, firm, or organization with a detailed understanding of the DCS and its past programs. As an independent contractor, the Executive Director shall fulfill these duties with minimal supervision by the Council, with the nature of this relationship to be guided strictly by a contract for professional services. Please refer to the attached Responsibility List for a detailed breakdown of the Executive Director tasks and role.

Proposals should contain the following information:

1. A brief description of the candidate's knowledge and understanding of the organization.
2. A brief description of the candidate's approach to the Executive Director's roles and how they best meet the position expectations as listed in the attached Responsibility List.
3. A draft work plan including anticipated monthly time commitment required to fulfill the job description as outlined in the Responsibility List.

Please provide one copy of the proposal (in Microsoft Word or PDF) to: design.council.sk@gmail.com. Proposals shall be accepted until 5p.m. on Friday, February 3rd, 2017. Proposals received after this date and time shall be rejected. Proposals will be evaluated and a recommendation for selection will be made as soon as possible. Selected candidate(s) may be required to meet with members of DCS as part of an interview process.

Following selection of the preferred proposal, DCS will enter into negotiations with the successful candidate to create a professional services contract. The selected contractor shall not become an employee of DCS. DCS anticipates that this contract will be awarded to an individual, firm, or organization working on a part-time basis, approximately 200-300 hours over the course of the contract for the amount of \$30/hour. The time requirements throughout the period of the contract will fluctuate. Leading up to Premier's Design Awards and Design Week 2017 (September or November 2017), the Executive Director time expectations will increase. The proposed contract schedule shall run from February 20, 2017 to January 31, 2018.

The Design Council of Saskatchewan thanks you for your interest in our organization. If you have any questions about the proposal or the job description, please contact Amber Moar at 306-370-2066 or design.council.sk@gmail.com.

Sincerely,
The Design Council of Saskatchewan

2017 Members

IDAS- Amber Moar, McKenzie Cooper
GDC- Josh Nagy, Ryan Schmidt, Randy Hergott

SPPI- Pamela Brotzel
SAA- Craig Cowan, Bertrand Bartake
SALA- Marilyn Gould
APEGS- Carleen Bartel

EXECUTIVE DIRECTOR RESPONSIBILITY LIST

Council Administration:

- ISC Annual Corporate Renewal
- Coordination and communication with various executive members and the Design Council of Saskatchewan, as illustrated with the attached flow chart, including but not limited to:
 - Coordination with council executive regarding general on-going items, meeting schedules, minutes and agendas, committee progress, communications strategy, finances, including budget, financial statements and other related items.
 - Coordinating and securing Directors and Officers insurance for DCS on an annual basis
- Coordinate and manage all DCS files and information

Membership Administration:

- Coordinate communication and membership lists for associated professions;
- Develop and maintain current contact list for DCS members and contacts for respective member associations
- Communicate with DCS members and member associations regarding events, fees and participation
- Develop and issue fee invoices to the member associations on a yearly basis

Council Leadership:

- Recommend sub-committee structures based on goals of DCS for the current year
- Coordinate committees for the Council to formalize volunteer involvement
- Work with committees to ensure area of responsibility are being taken care of
- Assist with plans and details with the committee as required

Communications and Marketing Strategy:

- Develop an overall strategy for the Council to communicate on-going events, Design Week and Premier's Awards for Excellence in Design
- Provide press releases to local media and social media outlets as required
- Ensure media and social media coverage, articles, ads and updates are being written and utilized appropriately by DCS members, and coordination of overall strategy
- Following up with necessary committees and contacts to ensure they have the tools they need to communicate key initiatives, if being undertaken by DCS members

Budget and Finance:

- Coordinate yearly budgets – maintain and manage those budgets
- Report regularly to DCS in coordination with Treasurer
- Coordinate year end statement filing and other required submissions with Treasurer;
- Facilitate hiring of accountant if needed

Sponsorship Strategy:

- Work with committee to develop the most appropriate sponsorship strategy for year round funding
- Coordinate and update sponsorship database
- Develop a the process for distribution to previous sponsors and potential asks
- Coordinate all sponsorship requests; current major sponsorship request target date is March 15, 2017.

Design Week Related Items:

- Design Week 2017 is to be held in either September or November in Saskatoon and Regina
- Assist DCS in developing appropriate communication requesting speaker participation
- Coordinate directly with potential speakers including arranging transportation and accommodations (often donated) once DCS members have contacted and confirmed speakers
 - Coordinate with various DCS members to ensure speakers are hosted during their time in Saskatoon, including DCS members transporting to and from the airport and speaking events, hosting dinners with respective member groups, etc.
- Facilitate hiring of Event Planner for Design Week 2017
- Coordinate with Event Planner as the prime point of contact between the DCS and Event Planner
- Coordinate and secure 2017 Event Insurance as needed.
- Be available for general coordination throughout Design Week, attend various set ups and events as required
 - Attendance at events includes ensuring volunteers for each event are oriented to required tasks
- Organize and manage the 2017 Premier's Awards for Excellence in Design competition, including, but limited to:
 - Judging criteria
 - Call for Entries
 - Entry submission management
 - Competition logistics
 - May also include coordination of the "People's Choice" award
- Attend Premier's Design Awards judging session in the capacity of third party jury adjudicator; provide judging criteria as developed by DCS to jury, answering technical questions, overseeing judging and judging schedule

