

Managing Director

The Documentary Media Society, producer of the DOXA Documentary Film Festival, is a vibrant community-oriented arts organization that premieres Canadian and international documentaries during its annual festival in Vancouver, along with year-round programming and community initiatives. The 25th Annual DOXA festival will take place in May 2026.

We are seeking a dynamic and detail-oriented individual to join our energetic, film-loving team as the full-time Managing Director. This leadership role reports directly to the Board of Directors and is critical to driving DOXA's continued growth and impact.

In collaboration with the Artistic Director, the Managing Director recruits and leads the DOXA team to successfully deliver the organization's programs, while enhancing DOXA's visibility and impact within the film community and among its audiences and members. Collectively, they are dedicated to championing equity, diversity, inclusion and accessibility (EDIA) in all aspects of the organization's work.

The Managing Director oversees the organization's administrative and financial operations, including financial management, fundraising, marketing, human resources. Externally, they cultivate strong relationships with funding bodies, donors, and key community partners and stakeholders.

The successful candidate brings proven financial management acumen, a collaborative and inspiring leadership style, strong communication and organization skills and a familiarity with working in a live event or festival environment. All applicants must have the ability to work independently and collaboratively with a small team. This role is based in Vancouver, with the expectation that the Managing Director will spend the majority of their time working onsite at DOXA's downtown Vancouver office.

Responsibilities

- Board and Committees
 - Attend all Board Meetings (typically held quarterly); prepare and present a brief business and finance report
 - Facilitate an open and inclusive dialogue between DOXA staff members and the Board
 - Work with the Board to create and execute short and long term strategic plans for the organization
 - Organize and maintain Finance and HR records
- Human Resources
 - Foster a positive culture where all staff and artists feel safe, supported, valued, and respected while establishing accountability measures of success for employees.
 - Oversee the hiring, supervision, and mentoring of staff and contractors, support employee engagement, satisfaction, and a high level of performance
 - Negotiate and execute DOXA staff and contractor employment contracts in line with available budget
 - Ensure adherence to labour law requirements for staff and contractors (validity of work permits, statutory wage deductions, T4 issuance, filing of ROEs, contractor invoice payments, etc.)
 - Track and manage staff benefits (extended health benefits, paid time off, etc.)
 - Facilitate staff communications and processes required within the organizational structure
 - Oversee DOXA's staffing needs and work with the DOXA leadership team to ensure realistic execution of activities with available resources



**DOCUMENTARY
FILM FESTIVAL**

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- Financial Management
 - Prepare an annual budget for the organization and obtain Board approval
 - Conduct monthly reconciliations to ensure financial targets are met
 - Reconcile and monitor all DOXA accounts
 - Maintain and manage annual CADAC reports
 - Record day-to-day financial transactions in bookkeeping software (Quickbooks Online) and complete the posting process
 - Process accounts payable, accounts receivable, and payroll
 - Monitor and ensure the timely follow-up on accounts payable
 - In collaboration with the Development Manager, prepare tax receipts for charitable donations
 - Assist DOXA's external Accountants with preparing the annual financial statements
 - Work with the DOXA leadership team to ensure activities are planned and executed with available resources
- Fundraising & Revenue Generation
 - Collaborate with the Development Manager to design and implement a comprehensive fundraising plan and calendar, ensuring effective tracking of results and reporting obligations
 - With relevant staff, develop and execute strategies to cultivate and grow relationships with sponsors, donors, government partners, advertisers and other key stakeholders in support of revenue goals
 - Lead the preparation and submission of grant applications to public funders, government agencies, and foundations
- Box Office and Events
 - Work with Operations Manager to set up box office operations
 - Ensure financial and box office operational and compliance procedures are met, including training and supporting associated staff
 - Oversee daily Festival and Event box office reconciliations for each venue
 - Process internal and external box office requests, as required
 - Input events and maintain the box office software, as required
- Organizational Operations
 - Exercise effective time management—work with staff to set and meet deadlines
 - Ensure timely filing of Charities Report, BC Society Report, WCB, T4s, ROEs, and other statutory filings
 - Maintain data using a range of basic databases and records systems, including mailing lists, lists of partners and donors, office records, etc. as required
- Miscellaneous
 - Represent DOXA as an active committee member of the 110 Arts Cooperative and The Post at 750 facility
 - As a shared responsibility with other DOXA leadership staff, manage general DOXA office duties, including telephone and mail

Qualifications

- Minimum of 3 years of experience in the field with financial and organizational management, including experience hiring and managing a dynamic team
- Familiar with policies and best practices for not-for-profits
- Strong comfort and experience with QuickBooks or similar accounting software
- Understanding of GAAP (Generally Accepted Accounting Principles)
- Comfort working within a Mac environment
- Proficiency with Google Workspace, Slack and Microsoft Office Suite
- Experience with database software, such as Keela an asset
- Detail oriented and expert time management skills
- Strong written and verbal communication skills

Compensation

- Three weeks of paid vacation. In addition, the DOXA office is closed for two weeks during the winter holidays and one week after the festival
- Extended health, vision, and dental benefits, available after three month's employment, with DOXA paying 80% of premiums.

Term

- Permanent full-time position
- Annual Salary: \$60,000 to \$70,000, depending on experience and qualifications

We strongly encourage applicants with lived experience, and those from Indigenous communities. People of all races, ethnic origins, religions, abilities, sexual orientations, and sexual identities are encouraged to apply.

TO APPLY:

Email your cover letter and resume to the Hiring Committee at hr@doxafestival.ca.

Deadline to submit rolling; applications open until position is filled.

We thank all candidates for applying, however, only those selected for an interview will be contacted.