



Job Title: Executive Director

Position Type: Full-Time

Position Description

The executive director is responsible for implementing policy and meeting the organization's objectives in finances, fund development, programming, administration, and strategic planning as established by the board of directors. The executive director is responsible for the management of all staff positions and reports to the board of directors.

Major Areas of Responsibilities

- Leadership of strategic direction of organization
- Responsible for the organization's public relations, development, and fundraising efforts
- Oversight of financial operations
- Supervision of all staff positions and contractors
- Managing the work of the board
- Leadership of local, regional, state and national efforts to promote the organization's mission

Specific Responsibilities of the Job

- Oversees the development and implementation of strategies to achieve programming, financial, and other goals set by the board of directors in the strategic plan
- Provides leadership in strategic planning, working towards responsible growth while maintaining excellence in programming
- Develops and administers the annual operating budget with the support of the board's Finance Committee
- Manages day-to-day operations with responsibility for oversight of financial operations, including production of accurate monthly financial statements
- Assists audit firm in order to facilitate timely audit report and State and Federal filings
- Supervises all staff positions, including annual evaluations, and maintains personnel files
- Works with the board and appropriate committees to ensure the artistic, educational and financial integrity of Arts Partners' programs
- Oversees Arts Partners' development and fundraising, working closely with the board and Fund Development/Marketing committee to identify and solicit funds and in-kind services and to plan special events
- Researches and writes grant proposals to foundations, corporations and individuals
- Keeps current on funding opportunities on the local, state, and federal level, and is proactive in developing collaborative grant applications with the school district or other organizations
- Serves as the staff media representative and is responsible for the organization's marketing, with support from the board's Fund Development/Marketing committee
- Attends all committee and all board meetings, and manages the work of all board committees

- Maintains productive working relationships with education leaders, partner organization leaders and community leaders
- Represents Arts Partners in the local arts and cultural community and on a statewide level, as required
- Serves as liaison to Young Audiences, Inc. and represents Arts Partners at national meetings and activities

Job Requirements

- 3-5 years of leadership/management experience
- Understanding and appreciation of the integration of the arts in education
- 3 -5 years of experience in fund development and public relations
- Excellent written and oral communication skills
- Demonstrated ability in budget development and fiscal supervision
- Demonstrated ability to use a variety of software platforms and technology

Education and Experience

- Bachelor's degree or higher, complementary to the job specifications and 5 years of increasingly responsible work experience
- Specialized training in fund development preferred
- Experience in public speaking

Physical Demands

The ideal candidate is able to effectively communicate, listen and observe while performing their duties. Extended periods of sitting at a computer or standing may be required. Public speaking is required and the applicant must be able to give presentations to larger groups as well as the board of directors. Travel to PreK-12 education facilities is required, with a means of transportation provided by the applicant. Travel out of the area by air, train or car may be occasionally necessary where luggage or carry-on baggage will be required.

Work Environment

While performing the duties of this job, the employee is occasionally required to share a working space with one or more colleagues; the noise level in the work environment is usually quiet to moderate. The work space is accessible by elevator and stairs.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.