

Executive Director  
Arts Council of Mercer County  
Harrodsburg, KY

The Arts Council of Mercer County seeks an ambitious and qualified leader to execute the position of Executive Director. This person will uphold the mission of the organization and its statutes and work closely with the Board of Directors. The Executive Director should be a strategic thinker, problem solver, a doer and have an appreciation of the arts and its value and growth in Harrodsburg/Mercer County, KY.

This is a Part time position; occasional nights and weekends required depending on events. Working from home is optional at times.

- The Executive Director is responsible for the general operations, administrative and financial management of the organization and serves as the ACMC Studio & Gallery Liaison.
- The Executive Director develops and manages organizational policies approved by the Board in such key areas as operations, fundraising, finance and budgeting, marketing and communications, programming and community outreach.
- The Executive Director reports directly to the Board of Directors working closely with them and other artistic leaders to successfully implement new and existing artistic programs; to ensure appropriate visibility and awareness of the ACMC's programs and educational activities, and to develop strategic collaborations with businesses and organizations within the community.

**Responsibilities:**

*Fundraising*

- Develop an annual plan and budget for Board approval that includes all operations and revenue generating activities and implements that plan while controlling cash flow and expenditures.
- Diversify the organization's sources of income, generate discretionary income and increase earned revenues.
- Lead the organization's fundraising programs, including its annual fund, grant writing, special events, planned giving and project funding. Lead staff and Board in development activities; maintain strong relationships with the funding community.
- Develop a strong board of directors and work with the board to achieve the organization's strategic direction and vision.

*Marketing/PR/Communication*

- Develop marketing and public relations programs to achieve earned income goals for ticket sales, class fees and other revenue sources while enhancing the ACMC's visibility and reputation, including website and electronic promotion activities.
- Develop marketing and PR strategies to ensure steady growth of the Arts Council of Mercer County.
- Develop and maintain good relations with venues, strategic partners, other arts organizations, public agencies and the media.

*Management*

- Oversee the daily organizational operations - including the review and implementation of structures to ensure smooth operation.
- Train and direct volunteers to successfully manage the ACMC Studio & Gallery.
- Perform other duties as needed.

*Strategy/Planning*

- Develop, implement and monitor a long-term organizational plan and vision in coordination with the Board.
- Develop and maintain effective communications with the Board President, Board of Directors, volunteers and artists.

**Required Skills:**

Excellent verbal and written communication skills.

Grant writing experience.

Experience with fundraising and a proven track record of building and maintaining annual fundraising efforts; demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies and individuals.

Program development experience.

Experience in senior level management, including working with and developing a board of directors.

Respected reputation as a leader with the ability to implement practical strategic plans.

Familiarity with arts management challenges and opportunities.

Proficient knowledge of Microsoft Office & QuickBooks.

Knowledge of maintaining & updating websites and social media marketing campaigns.

**Preferred:**

Knowledge of, or keen interest in the arts.

Substantial career experience at a management level of an arts organization or similar field.

**Personal Qualities:**

The selected candidate will be a self-starter with extraordinary interpersonal skills who can prioritize and complete tasks to deliver desired outcomes in a timely manner. She/he will be optimistic and versatile in a position that requires frequent change and flexibility. She/he will be able to create and lead a vibrant team environment with artists, volunteers, Board of Directors and other stakeholders to achieve organizational objectives. She/he should be practical, results-oriented, enjoy frequent interaction with others, and value intellectual growth opportunities and creative self-expression.

**Education & Experience:**

Experience in a senior management role in a similar organization. Bachelors Degree Preferred.

**Position Type:**

Salaried

**Applications:**

Please send by mail or email a cover letter, and resume to:

Executive Director Search Committee ([info@artscouncilofmercer.com](mailto:info@artscouncilofmercer.com))

Arts Council of Mercer County

120 S. Main St.

Harrodsburg, KY. 40330

*The Arts Council of Mercer County is an Equal Opportunity Employer that values workplace diversity.*

**Contact:**

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Phone: 859-613-0790

Website: [www.artscouncilofmercer.com](http://www.artscouncilofmercer.com)

**Deadline: Until Filled**