



Trails & Vistas seeks part time **Executive Director**

Trails & Vistas mission is to create community by celebrating the arts and nature. We are a nonprofit organization that facilitates art events in nature for people of all ages to promote an appreciation of the performing and visual arts, build environmental stewardship, and create relationships between the artists, attendees, and local and world community members. Our programs include Art Hikes, Field Trips for youth and Community Building workshops.

Job Description:

Trails & Vistas' Executive Director serves as advocacy officer, development officer, writes and secures grants, creates an annual budget with Artistic Director and Board Treasurer, coordinates marketing, communications and public relations. As program manager the ED secures necessary permits and insurance, and coordinates independent contractors, such as graphic designers and social media specialists. The ED works with collaborating partners, sponsors, oversees organization of sponsor tickets for events, and secures housing for artists. The ED will work with the Artistic Director and collaborate with the Board of Directors chairpersons for these events: Art Hikes, Volunteer Trainings, Historical Haunted Tour, Volunteer Gatherings, School Field Trips, and Community Workshops.

Responsibilities include:

Development:

- Sponsor acknowledgement.
- Maintain relationship management contacts in support of the Artistic Director.
- Research new sources of contributed income, such as grant opportunities, special fundraising, and membership campaigns.
- Research, write and submit grant applications and program/grant reports, as requested. Submit grants to local foundations, regional chambers, service organizations, and organizations such as the California Arts Council, and Nevada Arts Council.
- Work with community partners to strengthen relationships.

Program & Event Coordination:

- Help coordinate art in nature programs and event logistics, scheduling, vendor/facility rental requests, staff and participant communication.
- Support volunteer coordinator and facilitate in-person volunteer training.
- Track grant payments with the treasurer.
- Perform various on-site tasks for signature events.
- Assist with management of TicketLeap ticketing system.

Marketing/Public Relations:

- Assist Social Media Specialist to implement strong social media campaigns related to branding, events, fundraising, and programs.
- Coordinate with the current marketing team to prepare and distribute all printed and web materials such as advertisements, press releases, concert listings, concert programs, and newsletters.

- Develop and maintain relationships with press and other contacts.
- Continue to foster positive relationships with local community organizations.

Required qualifications:

- Bachelor's Degree
- Proficiency with Google Workspace
- Community Minded
- Independent worker
- Excellent written and verbal communication skills in English
- Experience managing event budgets, collaborating on budget development, monitoring and approving budgetary expenditures, and analyzing budget reports.
- Experience fundraising

Preferred qualifications:

Familiarity or basic knowledge of:

- Grant writing
- Collaborating with community partners, nonprofits, and businesses
- Experience working or volunteering with nonprofits
- Development of memberships and sponsorships

Work conditions:

Approximately 75% of the work can be done remotely (WFH)

ED will work a flexible schedule, working various hours as needed.

Project work may include evenings and weekends.

ED sets their own work schedule, and uses mostly their own equipment to accomplish contract objectives.

Evaluation by the Board of Directors will be conducted at the end of the year.

Compensation

\$35. per hour will be paid semi-monthly for the 2024 calendar year for an average of 8 to 10 hours per week.

Trails & Vistas Culture

LGBTQ+ Friendly

75% Work From Home

Career advancement opportunity

Work with a team that appreciates nature and the Arts

To Apply:

Send resume, CV and inquiries to: jean@trailsandvistas.org