JOB DESCRIPTION

POSITION TITLE: Executive Director

STATUS: Full Time, Exempt Employee

REPORTS TO: Alamance Arts Board of Directors (i.e. Board President)

OVERVIEW

Alamance Arts is a 501c 3 non-profit connecting the people of Alamance County through the arts. At Alamance Arts we are committed to shaping the cultural identity of Alamance County by making art a tangible presence in the lives of its citizens. We strive to enhance the quality of life by engaging people in a diverse array of art through the delivery of programming and education, and through the provisions of facilities, advocacy, promotion and funding.

POSITION SUMMARY

The Executive Director (ED) is responsible for maintaining Alamance Arts (AA) artistic vision and business mission, both of which rely on financial accountability including management of a non-profit organization, operating budgets, and the development of a philanthropic base to support long term projects, programs and goals. The ED will supervise all day-to-day operations of the organization and its staff. The ED is expected to provide passion and vision in leading the strategic planning and growth of AA. He or she will be responsible for leading an enthusiastic and dedicated staff and volunteers in the fulfillment of the organization’s artistic endeavors, program development, organizational expansion and the execution of the organization’s mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership:

- Responsible for planning, organization and direction of organization’s operations and programs
- Oversee the daily management of all funds consistent with the organization’s accounting system
- Coordinate and develop short and long-range plans for Alamance Arts
- Develops and implements policies, procedures and operational reporting/metrics
- Oversees and reports on the organization’s results for the Board of Directors
• Prepares accurate and timely analyses that capture and communicate fundraising results, variances and performance trends
• Responsible for hiring, firing (when applicable), management and evaluation of staff
• Retains staff and volunteers by providing guidance, growth and personal development for workers
• Ensures services and funding relationships are robust enough to meet or exceed strategic goals and objectives

**Fundraising:**

• Lead annual fundraising projects
• Seek new avenues of fund development, identify available funding sources, and prepare and submit appropriate grant applications with Board approval
• Serve as primary liaison between Board of Directors, Executive Committee, program committee chairs, volunteers and external stakeholders to ensure clarity of goals

**Programming:**

• Oversee the development and implementation of innovative community programs
• Serve as primary liaison between Board of Directors, Executive Committee, program committee chairs, volunteers and external stakeholders to ensure clarity of goals
• Develop working relationships within the community to ensure the arts are represented at large
• Oversee and administer all external marketing and communications.
• Represent Alamance Arts in the community arena
• Maintain political awareness of arts-related matters at local and state levels.

**Qualifications & Skills:**

• Demonstrated leadership and management skills
• Ability to fundraise
• Takes initiative
• Creative
• Organized
• Collaborative
• Flexible
• Dynamic
• Passion for the arts, the non-profit arena and our community
• Well written and oral communication skills
• Ability to utilize MS Office applications, Adobe Creative Suite, Publisher, Squarespace.
Education & Experience:
- Degree from an accredited 4-year college/university, with a preference for the candidates with a Master’s Degree in Arts Management, business or nonprofit management, or an arts field (such as music, theater, dance, visual/digital arts).
- 5 or more years of non-profit management experience in an operation environment
- 5 or more years management experience in the arts or a related area: prior experience as President or Executive Director is preferred.
- Must possess a valid North Carolina driver’s license and be insurable by the agency’s insurance Policy.

Physical Requirements and Working Conditions:
Work in this position is heavy work (exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects). Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions. The employee must have the visual acuity to operate trucks and other equipment. The employee is subject to both indoor and outdoor environmental conditions that may include extreme cold, extreme heat, noise, vibration, proximity to moving mechanical parts, atmospheric conditions, and close quarters. The employee must have the visual acuity to prepare and analyze data/figures, operate a computer, use measurement devices and perform extensive reading.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as the needs of the organization and requirements of the job change.

Compensation and Benefits

The compensation for the Executive Director includes an approximate annual salary of $60,000 plus benefits, including full medical, dental, and accidental death and life insurance, thirteen (13) paid holidays, ten (10) annual paid leave days, and twelve (12) annual paid sick days.

Submission and Deadline

Interested persons should submit a cover letter and resume to Greg Wilder, Chair of the Executive Director Search Committee, at gwilder@triad.rr.com by October 2, 2020.