ABOUT DeltaARTS:
DeltaARTS was launched in 1972 as a volunteer-operated adult community theater housed in our founder's home. DeltaARTS has since blossomed into a multi-disciplinary arts agency that serves more than 10,000 residents of all ages from the Glenn P. Schoettle Arts Education Center, a state-of-the-art facility in West Memphis. DeltaARTS’ mission statement is, “Imaginative Arts Education for the Delta,” which is the driving force behind all that we do.

ABOUT THE ROLE:
The DeltaARTS Executive Director is responsible for the oversight of all operations, functions and activities; the position reports to the Board of Directors. This individual ensures the continuity of DeltaART's mission and vision, and will influence future strategic directions that affect positive community change.

EXECUTIVE DIRECTOR RESPONSIBILITIES:
Governance:
- Lead the organization’s strategic planning processes by coordinating with the DeltaARTS’ Board of Directors and other key stakeholders in the development and periodic updating of DeltaARTS’ Strategic Plan.
- Develop and lead annual operating plans for the attainment of strategic goals and objectives set by the Board of Directors.
- Communicate effectively with the Board, by providing timely and accurate information necessary for the Board to make informed decisions, including but not limited to reports on the progress in achieving strategic and operational goals.

Communications:
- Forge and nurture relationships of trust with stakeholders, partners, internal and external constituents.
- Attend and participate in internal and external meetings, special events, and community events, as needed to increase awareness of and promote DeltaARTS.
- Collaborate with staff on the development of external programmatic communications.
- Serve as the community face and spokesperson for DeltaARTS.

Financial Sustainability:
- Develop and manage the annual budget, as approved by the Board of Directors, with the authority to adjust the budget or authorize emergency expenditures, as needed.
- Lead all fundraising efforts on behalf of the organization, including but not limited to grant development, special events, and annual giving.
- Collaborate with the Board of Directors to ensure the fiscal integrity and longevity of the organization through wise stewardship of funds and investments.

Operations:
- Hire and manage the core staff of DeltaARTS, as needed, to ensure the organization’s needs are met.
- Develop and implement programmatic strategies that promote the organization’s mission and “voice.”
- Devise remedial actions for any identified issues and conduct crisis management when necessary.
- Other duties, as assigned.
PROFESSIONAL QUALIFICATIONS:
- Bachelor’s degree in public administration, non-profit management, education, fine arts management, or related field required. Master’s degree preferred.
- At least 5 years related work experience in a leadership position, with a proven track record of effectively managing multiple priorities, building relationships, and an in-depth knowledge of governance principles and managerial best practices.
- Excellent written and oral communication, presentation, and interpersonal skills.
- Experience in developing strategies and plans.
- Strong understanding of nonprofit finance and measures of performance, including a proven track record of developing and implementing successful fundraising endeavors.
- An analytical mind, with strong attention to detail, but capable of “out-of-the-box” thinking to solve problems.
- High proficiency in Microsoft Office, Adobe Acrobat, G-Suite, and web-design software.

OTHER REQUIREMENTS:
The position involves general office work that may involve walking or standing for extended periods; it may occasionally require lifting and loading up to 20 pounds. The Candidate needs to have personal transportation available for all off-site meetings, events, etc., and possess a valid driver’s license. The ability to work occasional nights and/or weekends as dictated by DeltaARTS fundraising and programming will be required.

IDEAL CANDIDATE:
- Demonstrates a deep understanding of and commitment to DeltaARTS’ mission and programs.
- Collaborative in nature and a creative thinker.
- Possesses an “all-hands-on-deck” approach to ensure a successful, harmonious environment due to the small team.
- Understands and can practice discretion and sound judgment.
- Relates well to individuals with a variety of backgrounds and can positively represent DeltaARTS in this context.

WORK SCHEDULE:
Full-time, 4 days/32 hours a week; occasional special events on nights and weekends as needed. In-office position with some work-from-home flexibility available.

COMPENSATION/BENEFITS:
Salary base is $60K+. After a 30-day probationary period, the candidate is eligible for health/dental insurance and retirement benefits, and paid holidays, sick/vacation pay.

APPLICATION PROCESS:
To apply, please send one PDF with a cover letter explaining why you are interested in this opportunity + your salary requirements, and your resume, to resumes@cgilmourconsulting.com. Applications are accepted on a rolling basis, though applicants are urged to submit by Friday, August 5, 2022 for full consideration. No phone calls please.

Please note: Thorough background checks will be required of finalists.

DeltaARTS is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.