



## **Executive Director Job Description**

### **Organization Overview**

Starkville Area Arts Council (SAAC) is a public charity that serves as the local arts agency in Oktibbeha County, MS, with a mission to build a strong, creative, connected community through art. SAAC operates 2 key program areas: Art Education & Outreach and The Creative Economy. Each program runs various initiatives, including after-school programs, the Cotton District Arts Festival, and other outreach. Visit [www.starkvillearts.net](http://www.starkvillearts.net) for more information.

### **Position Overview**

SAAC is seeking an energetic Executive Director (“ED”) to lead the organization into its next phase of growth. The ED is the full-time professional staff employed by the Board of Directors (“Board”), reporting to the elected President and Executive Board. The ED is responsible for day-to-day operations, fundraising, and programs/events as established by the Board pursuant to governing bylaws, policies and procedures, and mission. The ED provides leadership and expertise, as well as long-range planning and development in the financial vitality of the Organization; serves as liaison with the Board and with the community; implements the mission of the Organization; engages and manages staff, vendors, and other professionals. Although a leadership position, the ED is part of a team that shares in day-to-day administration. Duties will evolve as needed, particularly as goals and needs change. A nonexclusive list of job functions in one of five areas is below. Other duties may be assigned by the Board.

### **Organization & Board Management (10-15%)**

- Provides oversight and direction of the affairs and business of the organization.
- Maintains a current long-range strategic plan and assures that the organization makes consistent and timely progress toward the goals therein.
- Implements Board policies and directives, applicable laws and regulations, any and all contractual obligations, and the organization’s official documents and policies.
- Manages and leads a Board of Directors, Committee Chairs, vendors, volunteers, and staff, coordinating oversight of board meetings. This includes coordinating staff and board development and education, as well as expectations of various roles.
- Maintains a collegial work environment that attracts, keeps, and motivates a diverse staff of top-quality individuals, both professional and/or volunteer.

### **Fundraising and Financial Management (30-40%)**

- Functions as chief financial officer for the organization with oversight of accounting, budget, cash management, and investment policies and procedures.



- Develops a funding strategy for the organization and, in collaboration with Committee Chairs and Executive Board, coordinates fundraising programs, events, annual drives, and other activities to secure funding. Manages this funding strategy for financial independence and organizational growth.
- Maintains consistent personal engagement with funders, jointly writing grant applications with other staff and board members as required.
- Seeks and secures funding and sponsorships from local, regional and national sources.
- Works with Board Treasurer to maintain bank accounts and prudent management of financial resources within established law, regulations, and organizational policies.
- Supervises bookkeeping, accounting, cash handling and processing of payments, income, and reporting, including filing of state and federal forms. Assists in grant writing. Serves as custodian of the organization's corporate records and documents, along with any designated board member.
- Executes and implements contracts such as are authorized by the Board.

#### **Donor and Community Relations (10-15%)**

- Manages donor and funder relationships in collaboration with the Board of Directors.
- Guides staff and Board in assisting with donor relationships.
- Serves as community liaison, particularly with city and business partners.
- Maintains strong, positive visibility with community and sound working relationships and cooperative arrangements with community groups and organizations.

#### **Program Management (20-25%)**

- Sustains and enhances existing organizational programs, services, and events, including some day-to-day administration alongside other staff.
- Engages prospective partners, oversees planning, and assists in administration.
- Assesses community needs to modify existing or develop new programs.
- Guides committees and Board to evaluate program outcomes, identifies and implements necessary improvements to strengthen future programming. Makes recommendations to continue or discontinue programs based on the evaluation.
- Maintains a working knowledge of significant developments and trends in both arts organization and non-profit management and operations.

#### **Communications & Advocacy (20-25%)**

- Serves as primary spokesperson and liaison for the Organization with community organizations, individuals, funders, partners, and policymakers. Educates and advocates for the arts to the public, policymakers, funders, and community leaders.
- Oversees and manages communication touchpoints.
- Ensures consistent branding on all materials across all programs, services, and events.
- Promotes public access to the arts and the economic impact of art.



### **Minimum Qualifications**

- Degree from an accredited 4-year college/university or equivalent work experience (at least 3 years) showing expertise in arts, business or nonprofit management, or communication.
- Ability to supervise, motivate, and work collaboratively with others as part of a team, showing a healthy sense of humor.
- Knowledge of and a passion for the arts.
- Organized, with excellent written and oral communication skills, with leadership, supervisory, organizational, entrepreneurial experience.
- Ability to work during standard office hours (M-F 8 AM to 5 PM), plus evenings and weekends as needed and ability to travel locally (regularly) and throughout the state and region (occasionally).
- Valid driver's license and automobile in good repair. Ability to lift 25 pounds and work in an office environment.

### **Desired Qualifications/Experience**

- Strong financial management ability or experience, including budget development and fiscal management with a track record of securing sponsorships and grants.
- Leadership experience managing a non-profit organization.
- Strong ability to manage online and social media platforms and content.
- Public speaking and effective general public engagement.
- Managing artists and volunteers.
- Expertise in an arts field.

### **To Apply**

Please send a letter of interest and resume with at least three professional references (including names, position, addresses, and telephone numbers) to SAAC Search Committee at [arts@starkvillearts.org](mailto:arts@starkvillearts.org). Only the most qualified candidates will be invited to interview.

**Resumes will be reviewed starting June 28.** Position is open until filled, although an appointment is anticipated by August 1, 2021. Compensation and benefits commensurate with experience and based upon comparable organizations (anticipated to be in the \$40s).