**JOB DESCRIPTION: Executive Director, Starkville Area Arts Council**

The Starkville Area Arts Council is seeking an energetic, experienced and innovative fulltime Executive Director to lead the organization through the next phase of its development. This position offers an excellent opportunity to lead a dynamic and evolving arts organization located in Starkville, MS.

The ED is responsible for strategic leadership, planning and outreach; supervision of volunteers and/or staff; fundraising and grantsmanship; and management of day-to-day operations. Other duties: financial management as chief fiscal officer; marketing and branding programs, events and the organization; developing and overseeing programs and services; advocacy and awareness.

The ED reports to the President of the Council and works in partnership with the organization’s board of directors, and leads and directs the organization to achieve its mission to build a strong, creative, connected community through the arts.

SAAC offers a reasonable salary, flexibility, independence and an opportunity to lead a thriving organization to an even higher level.

1. **Organizational Leadership Duties**

* **External**
* Promote public access to and appreciation of the arts in communities throughout the region.
* Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
* Develop opportunities in the arts for and provide information on those opportunities to regional residents, artists, and arts organizations
* Serve as principal liaison to entities that impact the organization’s interests.
* Seek and secure funding and sponsorships from local, regional and national government, corporate, foundation, and individual sources to support operations, events and programs.
* Implement an ongoing strategy to position the arts and the organization as tools for economic development. Support related community revitalization initiatives.
* Oversee membership development activities.
* Educate and advocate for the arts to public, policymakers, funders and community leaders about the artistic importance and public value of the arts and advocate effective ways to strengthen these important community and regional resources.
* **Internal**
* Assure that the organization has both a current long-range strategic plan and cultural plan which achieve its mission, and assure that the organization makes consistent and timely progress toward the goals therein.
* Keep the Board informed about the organization’s operations, programming, and critical issues, and provide the Board the tools and analysis to make informed decisions.
* Work in partnership with the Board to identify and recruit candidates for Board membership.
* Maintain a working knowledge of significant developments and trends in both arts organization and non-profit management and operations, share this information with Board and/or staff when it has potential to influence or impact the organization, and use this information to position the organization for greater community impact.
* Coordinate meetings of the Board and its committees, and provide reports as needed.
* Serve as an ex-officio non-voting member on all committees of the organization.

1. **Finance and Administration Duties**

* To have general charge, subject to the overall control and direction of the Board, for oversight and direction of the affairs and business of the organization, and to be responsible for effectuating the purposes of the organization and ensuring proper and compliant implementation of Board policies and directives, in conformity with Board directives, applicable laws and regulations, any and all contractual obligations, and the organization’s official documents and policies.
* As required by the Board, act as chief financial officer for the organization, with relevant duties to include:
* Develop and oversee sound accounting, financial, operating, cash management, and investment practices, policies and procedures.
* Maintenance of bank accounts for the organization, and prudent management of the organization’s resources within established law, regulations and organizational policies.
* Undertake/supervise bookkeeping activities, cash handling and management, managing/processing incoming and outgoing payments, reporting, etc., including preparing, signing (if so authorized by the Board), and transmitting checks in a timely fashion.
* Prepare organization and program budgets and insure that the organization operates within budget guidelines and consistent with all policies and procedures.
* Work with the Treasurer and Finance Committee and assist in the Treasurer’s and Finance Committee’s communications to the Board.
* Ensure that adequate funds are available to permit the organization to carry out its work.
* Manage strategic plans to strive for overall financial independence and organizational growth.
* Work with the independent auditor.
* Act as custodian of the organization’s corporate records and documents
* Timely file required state and federal forms, reports, grant applications, etc.
* Prepare an annual report for the organization for the May board meeting.
* Execute and implement contracts such as are authorized by the Board

1. **Resource Development Duties**

* Develop a funding strategy for the organization, and plan, implement, and coordinate fund raising programs, events, membership drives, institutional and individual giving programs, and activities of all types to secure monies, cultivate prospects, and build constituency.
* Search for funding opportunities, and write and administer grants for the organization.
* Maintain consistent personal engagement (cultivation, solicitation, and stewardship) with funders (including federal, state, foundation, individual and corporate donors, and other private sources).
* Work with Board to achieve funding goals

1. **Personnel Duties**

* Manage recruitment, employment, supervision, delegation to, and release of all personnel, both paid staff and/or volunteers.
* Undertake regular verbal performance evaluations and annual performance and compensation reviews of all employees as needed and make recommendations to the Board of Directors
* Maintain a work environment that attracts, keeps, and motivates a diverse staff of top quality individuals, both professional and/or volunteer, who are committed to organizational excellence and the mission of the organization.
* Encourage staff and board development and education so as to ensure the development of knowledge and skills necessary to achieve the organization’s mission, goals and objectives, and assist staff in relating their specialized work to the organization’s overall vision, mission, and goals.
* Establish, in conjunction with the Board, up-to-date job descriptions for any job title as needed and undertake any necessary regular performance evaluations and compensation reviews.

1. **Program Development and Operational Duties**

* Sustain and enhance existing organizational programs, services, and events.
* Identify gaps in existing arts programming, and formulate new programs or services. Engage prospective program partners, oversee the planning, develop a budget, identify prospective partners and funding sources, plan and implement activity/event
* In committee, evaluate program outcomes, prepare a final financial summary, identify and implement necessary improvements to strengthen future programming. Make recommendations to continue or discontinue programs based on the evaluation.

1. **Communications and Marketing Duties**

* Ensure consistent organizational branding on all print and online marketing materials across all programs, services, and events.
* Develop and maintain positive working relationship with local press.
* Ensure online and social media platforms are managed and updated regularly
* Publish email newsletters and periodic printed newsletter
* Serve as primary spokesperson and liaison to members, artists, nonprofit arts organizations, arts and other businesses, schools, media outlets, county and local government officials, and the community.
* Serve as primary spokesperson, organizational representative, and advocate at conferences, meetings, workshops and public gatherings.
* Ensure that the organization’s interaction with constituents reflects and supports the organization’s organizational values, commitment to access, and service to all regional communities.

1. **Other Duties**

As assigned. Specific duties may vary depending on direction from the Board of Directors. In

general, perform all duties incident to the office of Executive Director and perform all other such

duties as from time to time may be assigned by the President and/or the Board of Directors.

**Requirements**

1. **Minimum Requirements**

* Degree from an accredited 4-year college/university, with a preference for candidates with a degree in Arts Management, business or nonprofit management, communication or an arts field (such as music, theater, dance, visual/digital arts).
* Work experience relevant to the position, to include employment by an arts organization, non-profit corporation, or other for-profit entity; and including experience such as management, personnel supervision, program or contract management, marketing, accounting, grant writing, etc.
* Ability to work during standard office hours (M-F 8 AM to 5 PM), plus evenings and weekends as needed.
* Valid driver’s license and automobile in good repair.
* Ability to travel locally (regularly) and throughout the state and region (occasionally) to attend trainings and meetings.
* Ability to lift 25 pounds on an infrequent basis and work in an office environment.

1. **Desirable Qualifications**

* The ideal candidate will demonstrate:
  + Knowledge of and a passion for the arts.
  + Administrative experience managing a non-profit organization.
  + A proven track record of grant writing and fundraising.
  + Strong financial management ability, with strong preference for financial management experience, including budget development and fiscal management.
  + Ability to utilize MS Office applications, QuickBooks and other appropriate software/programs.
  + Excellent written and oral communication skills
  + Experience with managing online and social media platforms and content.
  + Ability to perform public speaking and interact effectively with the general public.
* Additionally, candidates should demonstration:
  + Leadership, supervisory, organizational, entrepreneurial, and administrative skills.
  + Ability to exercise independent judgment and initiative and to advise and take direction from a supervising Board of Directors.
  + Ability to supervise, motivate, and work collaboratively with others, and to be a part of the team.
  + Ability to work with arts organizations, artists, and state and local government entities, and to form and successfully carry out partnerships.
  + Strategic planning and implementation experience.
  + Ability to assess community needs, modify existing programs, and develop new programs.
  + Ability to prioritize and multi-task.

1. **How to Apply**

Please submit via email a letter of interest and your resume with a minimum of three professional

references (including names, position, addresses, and telephone numbers) and salary expectations to:

Jon Turner

SAAC President

Starkville Area Arts Council

[arts@starkvillearts.org](mailto:arts@starkvillearts.org)

Submittals will be reviewed and the most highly qualified candidates will be invited to participate in an interview process in spring, 2017. An appointment to this position is anticipated by July 1, 2017. This document is subject to change. Please check the SAAC website, www.starkvillearts.org, for updates.

1. **Additional Information**

**Starkville Area Arts Council**

101 S. Lafayette St, Ste. 18

Starkville, MS 39759

**Phone:** 662-324-3080

**Websites:**

[www.starkvillearts.org](http://www.starkvillearts.org)

www.cdafestival.com

**General Inquiries:** arts@starkvillearts.org