

The Position

The Executive Director, reporting directly to the Board of Directors, is responsible for overall implementation of the mission of the organization. The Executive Director will be a strategic leader who can develop, manage, market and evaluate AAWS programs and provide direction for the organization.

The successful candidate will understand the necessary strategies to operate an arts-based organization with a retail footprint as well as outreach programs throughout the community. The successful candidate will have proven nonprofit management skills, knowledge of budget setting and finances, excellent organizational skills, excellent management skills of both staff & volunteers, experience working with a Board of Directors, flexibility and the ability to communicate the long-term vision of the organization.

Exceptional interpersonal skills are required to interact with staff, board, artists, volunteers, funders and community members in a motivating and productive way. The successful candidate will need to balance strong leadership and business skills with diplomacy and passion for the mission to meet the challenge of developing innovative arts programming for our member artists and the community at large. The Executive Director must be visionary and energetic, while expressing empathy for the member artists and providing oversight for the daily administration of the organization. The Executive Director will be provided with a laptop allowing for flexibility in working from outside the office as needed.

Essential duties and responsibilities of the position include, but are not limited to the following.

Financial

- Develop an annual budget and any special project budgets with Board of
- Directors involvement.
- Monitor budget over the fiscal year including monthly reporting, variance
- analysis & re-projections of budget as necessary.
- Manage all receipts and disbursements ensuring appropriate internal controls are in place.

Fundraising

- Develop and implement annual fundraising plan with assistance from Fundraising Committee & Board of Directors
- Find, write and apply for foundations and corporations grants; produce year-end report to each grantor

- Identify and solicit individuals for support
- Create direct mail appeals to targeted audiences
- Plan and implement special fundraising events
- Write acknowledgement letters and manage donor database
- Maintain, nurture and develop relationships with foundations, individual donors, government agencies and corporations

Program and Production

- Work with the Exhibitions Committee to define the exhibit calendar and execute the themed exhibits each year (including securing sponsors for the 2 national juried shows)
- Work with the Community Exhibits Committee to identify locations for community exhibits, schedule exhibitions for each location, solicit member artist participation in the exhibits and evaluate ongoing viability of locations
- Manage & coordinate Arts in Education program between member artists and WS/FC schools.
- Identify & Execute other programs as necessary.

Board Management

- Organize, prepare reports and attend all board and committee meetings, working with the Board Chair and Committee Chairs
- Ensure good board communication and oversee board committees
- Assist with developing a strong fundraising board, by supporting current board members and cultivating new board members, to support the organization

Marketing and Communications

- Create and update all marketing materials including print, electronic media and the web
- Write and distribute all press releases; create relationship with the press
- Identify and organize community relations opportunities
- Internet marketing and promotion of web site

Administration

- Manage and develop personnel
- Identify and manage volunteers
- Identify office needs including equipment and computer software

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in visual arts, non-profit management or other related field.
- 3+ years' program leadership experience in a nonprofit organization.
- Proven individual fundraising, foundation grant and corporate sponsor experience.
- Knowledge and experience in nonprofit board development and management.
- Strong interpersonal skills. The ideal person for this job would be collaborative, personable, professional, upbeat, and energetic.
- Able to maintain clear communication with internal staff on all levels. Proven written and oral presentation skills
- Demonstrated ability to manage multiple projects in various stages of development, each with a unique timeline.
- Work requires continual attention to detail. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Strong employee development and performance management skills.
- Working knowledge of Microsoft Office.
- Willingness and ability to travel locally

To apply, please email a cover letter and resume to Director@AssociatedArtists.org.