



JOB DESCRIPTION
EXECUTIVE DIRECTOR

DEFINITION

Under the direction of the Churchill Arts Council (CAC) Board, the Executive Director provides the leadership, inspiration, and strategic direction to the CAC to achieve its annual and long-range goals for artistic excellence, financial sustainability, CAC portfolio, including artistic, operational, education, and community programming; financial management; member development; and fundraising. The Executive Director will also provide leadership, vision, and direction to CAC by operating as the organizational representative in media, fundraising, and community settings, and overseeing the management of all departments. As such, extended at-home and in-person working hours, including evenings and weekends, will be needed.

RESPONSIBILITIES

- Set operational and cultural tone for CAC through modeling transparency and communication.
- Collaborate with CAC Board and to develop long-term vision, strategy, and goals for the CAC.
- To demonstrate clear and transparent communication between staff and board.
- Build relationships with artists, guests, and vendors, including coordinating access to the space and ensuring timely communication and follow-up.
- Develop and maintain relationships with business, political, and other community leaders to create relevant partnerships.
- Collaborate with the management team to seek future performing, visual and literary artists.
- Maximize earned revenue potential through innovative community connections initiatives.
- Identify grant opportunities, submit grant applications, and monitor awarded grants.
- Assist the staff with the gallery operations and other duties when required.
- Support the CAC program activities by coordination, assisting with, preparing for, and attending program events.
- Collaborate in the creation and execution of short- and long-term fundraising plans.

- Assist the staff in overseeing any day-to-day financial operations, including cash flow, accounts payable, and accounts receivable.
- Maintain consistent communication with CAC Board Chair and Board to all fiscal developments.
- Support the CAC's fundraising activities by assisting in the programming, development and execution of fundraising events.
- Work with staff on strategies to expand revenue through ticket sales, memberships, rentals, and other income-generating activities.
- Establish the annual budget with the collaboration of the management team.
- Provide an annual and five-year capital budget with the collaboration of the management team.
- Meet financial goals through earned and contributed income and expense management.
- Collaborate to find new and innovative ways to broadcast the CAC experience to current and future audiences.
- Solidify and expand the CAC role as cultural cornerstone in Churchill County and the City of Fallon.
- Collaborate with staff on marketing and promotions.
- Manage the staff by setting expectations, leading long-term strategic vision creation and implementation, and delegating and providing support as appropriate.
- In collaboration with and oversight of staff, refine, maintain, and execute educational philosophy of CAC as an educational venue as well as an arts center.
- In collaboration with and oversight of the staff, oversees the operations of CAC and human resources including hiring, training, and employee relations.
- Establish a culture of excellence and a continuous learning model for training and ongoing staff development.
- And other duties as assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree or comparable experience accepted in substitution of a degree.
- Strong background in arts, industrial design, humanities, or related areas.
- A minimum of 5 years experience with a proven track record in strategic planning and development, finance management, project management, policy development, and staff management .
- Ability to act as a public spokesperson for and interpret the mission and programs of CAC to the community at large.
- Demonstrates enthusiasm and interpersonal skills to relate well with Board and staff.

- Experience with regulations and standards governing non-profit organizations.
 - Experience working in a professional administrative environment.
 - Familiarity with Churchill County and the City of Fallon artistic community.
 - Superior interpersonal skills and ability to communicate professionally with colleagues, donors, artists and other stakeholders.
 - Excellent oral and written communication skills, persuasive presentation, and negotiation abilities.
 - Strong organizational skills with great attention to detail and accuracy.
 - Ability to prioritize workload to complete assignments in a timely manner when faced with many deadlines and completing requirements in a fast-paced environment.
 - Exemplary work ethic and professional manner.
- *Must reside in Churchill County or relocate within 90 days of employment.**