CARSON VALLEY ARTS COUNCIL

JOB DESCRIPTION - EXECUTIVE DIRECTOR

SUMMARY OF FUNCTIONS

The Executive Director is the senior Non-Profit Organization staff member responsible for the daily administration of the organization. They perform intermediate work planning, developing, implementing, evaluating, and supervising art and cultural programs. They are responsible for the administrative office, supervising staff and volunteers, seeking funding opportunities and are accountable to the Board of Directors.

The salary range for this contract position is $60,000 to $75,000 based on qualification and experience.

Employment is contingent upon successful completion of background/screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains a positive CVAC image and positive relations between the agency and key patrons, stakeholders, vendors, and partners.

- Develops in conjunction with the managers of CVAC, plans for the growth and development of CVAC and the expansion or improvement of CVAC facilities, operations and programs.

- Monitors and develops the annual budget for approval by the Board of Directors.

- Ensures that CVAC operations comply with all applicable laws and regulations.

- Develops, monitors, approves and implements policies and procedures appropriate to the operations of CVAC.

- Serves as the final authority for personnel management including recruitment, training, performance evaluation and discipline of assigned staff; has ultimate authority for all hire/fire decisions, and compensation as the budget allows.

- Handles negotiations with outside parties on behalf of CVAC.

- Oversee all operation areas of CVAC, including visual & performing arts programming and events, through collaboration with CVAC officers, board members and committee chairs.

- Manages the business operations of the Copeland Property including tenant relations and contracts, regular maintenance, warehouse storage agreements, utilities and building improvements.

- Recruits, schedules and leads volunteer training and volunteer appreciation efforts for CVAC.

- Prepares a variety of general correspondence, articles, newsletters, activity calendars; prepares flyers, brochures, and other promotional information to assist in marketing programs. Updates and maintains social media and websites as required.

- Oversee the Operations and maintenance of the Community Arts Center including staff oversight, payroll, vendor relations, county communications, finances, movie scheduling and alternative programming.

- Coordinates fundraising efforts of CVAC. Including seeking grant opportunities, meeting with potential donors and meetings with the public and program participants and/or sponsors to promote and implement community special events.

- Represents CVAC with dignity, integrity, and a spirit of cooperation in all relationships with staff, board members and the public.

- Contributes effectively to the accomplishment of team or work unit goals, objectives, and activities.

ORGANIZATIONAL RELATIONSHIPS

Directly accountable to the Board of Directors for effectively performing all responsibilities. Provides reports on all aspects of agency performance as requested by the Board. Serves as the chairperson of policy and management teams. Serves as liaison with various fundraising foundations.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Business Administration, Art Administration or Art Management, Public Administration, Non-profit Management or a closely related field and (3) three years of experience; OR an equivalent combination of education, training and experience. Good communication skills and the ability to work well with people are essential. Demonstrated leadership skills are beneficial.

PHYSICAL DEMANDS

Occasional travel by airplane and automobile in conducting business is necessary. Ability to communicate orally with board of directors, customers, vendors, shareholders, management, and other co-workers, both individually and in front of a group is crucial. Regular use of the telephone and e-mail for communication is essential.

This work requires frequent exertion of up to 25 pounds of force and occasional exertion of up to 75 pounds of force.

Work regularly requires using hands, reaching with hands and arms and repetitive motions; frequently requires standing, walking, sitting, speaking or hearing and pushing or pulling; occasionally requires climbing or balancing and kneeling or crawling.

Work has standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machinery, operating motor vehicles or equipment and observing general surroundings and activities.

Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines.

Good reasoning ability is required to solve a wide range of business problems. Able to understand and utilize financial reports and legal documents to conduct business.

WORK ENVIRONMENT

The job is partially performed indoors in a traditional office setting. There may be an opportunity for intermittent telecommuting. Since the position is intended to supervise staff and work with the community, it is important for the ED to be in the community building relationships and heavily involved in programming. This position cannot be performed by an individual who lives outside of the area.

The work week also includes frequent visits to CVAC facilities and operational programs, and attendance at community meetings. The ED is expected to have reliable means of transportation as a vehicle will not be provided.

Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator. It may also include