



Union County Community Arts Council Open Position

Position Title: Executive Director

Organization Overview: The Union County Community Arts Council, founded in 1980, is a 501(c)(3) nonprofit organization whose mission is to lead, cultivate, and promote the arts as an essential component of community life and education. We believe that by creating and supporting opportunities for Union County residents to create, perform, or attend arts activities, we are enhancing the education and quality of life aspects of our community members. For more information, please visit <https://www.unionarts.org>.

Position Summary: The primary role of the Executive Director is to fulfill the mission of the Union County Community Arts Council, providing visionary leadership to guide the organization and the community. Key duties include supervision of staff, fundraising, marketing, community partnerships, and grant making. The position reports to the board of directors and day-to-day management and implementation of programs and services are performed with a considerable degree of independence. The Executive Director serves as the face of the Union County Community Arts Council and promotes the organization and its mission throughout the community and the state.

General Responsibilities:

- Board Relations
 - Execute the business of the Union County Community Arts Council as determined by the board of directors
 - Provide information, advice, counsel, professional expertise, and staff support to the board of directors as it pertains to Union County Community Arts Council business
 - Provide counsel and professional expertise to board committees
- Personnel & Administration
 - Employ, supervise, and develop staff to implement and/or oversee appropriate programs and services of the Union County Community Arts Council
 - Conduct a yearly performance review for staff
 - Ensure the procurement, supervision, and nurturance of volunteers as needed to conduct the business of the Union County Community Arts Council
 - Develop policies and procedures for staff and volunteers with the board of directors
 - Oversee the recruitment and training of volunteers, including new board members
- Fundraising
 - Create and develop fundraising plans that bring in sufficient funds for the Union County Community Arts Council budget. This effort includes:
 - preparing annual grant requests and reports and ensuring compliance and regulatory requirements



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- researching new fundraising methods and sources and submitting grant applications consistent with Union County Community Art Council goals and objectives
 - assisting the board of directors with planning and implementing fundraising events
 - maintaining a consistent and active role in fundraising related to individual, corporate, foundation, and government relations
- **Financial**
 - Forecast and prepare budgets annually for approval by the board of directors
 - Administer the current budget, supervising bookkeeping, reporting budget variances regularly to the board of directors, and recommending adjustments as necessary
 - Ensure effective audit trails
 - Serve as the liaison between the treasurer and the accountant, and assist with the annual audit
 - **Public Relations**
 - Actively promote the Union County Community Arts Council and its accomplishments, mission, goals, and objectives to existing and potential constituencies
 - Serve as the liaison to community leaders, the citizenry, and other organizations which serve the community to promote the Union County Community Arts Council
 - Facilitate the effective promotion of the Union County Community Arts Council programs and services through the website, press releases, and all available media
 - Develop partnerships and cooperative relationships with peer organizations and funders
 - **Planning**
 - Develop and facilitate an active planning process to include annual and long-range plans for the Union County Community Arts Council
 - Coordinate annual strategic planning retreats with the board of directors
 - **Advocacy**
 - Represent the Union County Community Arts Council in advocacy efforts for arts funding on state, regional, and national levels
 - Develop and maintain positive relationship with local government and school officials, business leaders, civic groups, and arts patrons
 - **Programs and Services**



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- Oversee the coordination of annual events, programs, and services
- Evaluate past, current, and potential programs and services to support the mission of the Union County Community Arts Council and enhance their quality
- Provide information, advice, resources, professional expertise, and staff support to committee chairpersons and members in charge of programs and services
- Provide information, advice, resources, professional expertise, and staff support to local artists, arts organizations, and community organizations

Qualifications and Experience:

- Minimum of five years of senior management experience; preferably in an arts related organization
- Experience working closely with a board of directors; ability to cultivate existing and new board relationships
- Experience with training and developing staff
- Demonstrated track record in fund development including individual, corporate, and foundation relations; able to generate revenue from and partnerships with state, city, and local agencies
- Excellent communications, writing, presentation, and interpersonal skills; analytical, creative, and detail-oriented
- Knowledge of and strong passion for the performing and visual arts; understanding of the community and how to reach people through the arts
- Experience with arts-in-education programs and ability to work closely with school superintendents
- Community collaborator; experience cultivating community partnerships to grow a program and serve a broader audience
- Comfortable with public speaking and being the face of the organization
- Experience with the process of receiving grant applications, approving, and disbursing funds
- Bachelor's degree required; advanced degree preferred

Compensation: Compensation will be commensurate with experience including a competitive base salary and benefits package.

To apply, submit the following to uccacjobs@gmail.com: 1) Letter of Interest, 2) Resume, and 3) Contact Information for Three References