



North Tahoe Arts Executive Director

Job Announcement

The Executive Director (ED) of North Tahoe Arts is responsible for the leadership, facilitation and management of the organization whose mission is to support the arts in our community through exposure, education and participation. The ED implements the strategic goals and objectives of the organization as defined by the board, working with the board to fulfill its governance function and providing direction and leadership toward achievement of the organization's mission and those goals and objectives.

The ED is highly invested in the success of the organization; attending board meetings, program committee meetings, exhibition openings and other NTA events. The ED is an ambassador for NTA in the community and region communicating the mission of the organization, attending relevant meetings, making presentations to local service groups, and recognizing opportunities and collaborative partnerships.

The ED is responsible for overseeing all staffing, program and business operations of the organization. Staffing oversight includes staff hiring, training, directing, and assessment. Program oversight includes assuring that each NTA program has leadership, proper direction and administrative support, committee attendance, goals, timeline, marketing and promotion and is operating within approved budget. Business oversight includes all general operations, management and lease of the North Tahoe Art Center to include the ARTisan Shop, galleries and the NTA office.

Essential Qualifications

- Proven track record of non-profit management
- Be able to both think strategically/big picture, as well as execute strategy with excellent attention to detail
- Strong written, oral and social media communication skills
- Managerial experience within the non-profit sector
- Knowledge of project management
- Ability to communicate effectively to a diverse audience
- Computer skills including Microsoft Office Suite

Desirable Qualifications

- Proven track record of fundraising
- Grant writing and reporting
- Knowledge of North Tahoe/Truckee arts and business community
- Knowledge/experience with QuickBooks a plus

Specific Responsibilities

The Executive Director performs some or all of the following:

Organizational Leadership

- Along with board, develops, updates and directs implementation of NTA's strategic plan
- Maintains appropriate relations with other professional, non-profit and service organizations, federal, state, county and local gov't agencies and other art related organizations
- Grows NTA's network locally and regionally
- Attends relevant community meetings
- Recognizes leadership initiatives and assesses collaborative opportunities in the region
- Makes presentations to local service groups and whenever asked
- Is a positive and engaged NTA spokesperson
- Sets a professional tone within the organization working with board, staff, artists, program participants and visitors
- Responsible for organizational positioning through branding, marketing and messaging within the community

Staff, Program & Business Oversight

- Oversees all programs, services, activities and facilities
- Manages NTA staff including hiring, training, supervision, and direction
- Oversees program coordinators and contracts
- Manages and oversees NTA resources within approved budget guidelines according to laws and regulations
- Works with finance committee to develop annual and program budgets to assure financial soundness within organization
- Approves all commissions, payroll, accts receivable and accts payable
- Fills program gaps when needed
- Oversees content for and distribution of monthly ENews
- Recruits volunteers
- Communicates to the board all relevant issues that arise in a timely manner

Fundraising

- Identifies funding and grant opportunities, works with fundraising committee to set fundraising budget
- Researches, writes, tracks and manages all grants
- Works with fundraising committee to identify and coordinate annual fundraising event(s)
- Assists in soliciting donors and program sponsors
- Makes sure all donation thank-you letters have been processed

General Administration

- Responds to phone calls, email and mail correspondence in a timely manner
- Prepares monthly board meeting packets and ED report
- Submits required and requested reports in a timely and accurate manner
- Maintains all ED office files. Oversees NTA office file archiving
- Oversees all office, program and meeting scheduling
- Oversees all facility general operations and maintenance
- Maintains communication and all necessary reporting with landlord, TCPUD

Salary and Hours

This is a part time (20 hours/week, 48 weeks/year) position. Pay \$20/hr. Hours vary, with increased hours during busy times of the calendar year such as program planning (Jan-March), grants season (March & Sept), heavy program season (June-Sept), annual fundraising event (Sept), program budget planning and strategic planning (Oct-Nov). Hours decrease towards the end of the fiscal year.

How to Apply

Send cover letter and resume via email to info@northtahoearts.com