

**LYNDA FAIRLY CARPINTERIA ARTS CENTER
EXECUTIVE DIRECTOR JOB DESCRIPTION**

POSITION OVERVIEW:

The Executive Director (ED) is the senior staff management position of the Arts Center organization responsible for the successful leadership and administrative operations management of the Arts Center according to the strategic direction of the Board of Directors.

POSITION ROLES AND RESPONSIBILITIES:

Operational Planning and Management

- Oversee the effective day-to-day operations of the Arts Center.
- Oversee the successful management of facilities and equipment.
- Support the planning and implementation of programs and services with the Committees: Programs, Exhibition, Fund Development and Governance HR.
- Oversee the management of all Arts Center contractual requirements and regulatory compliance.
- Maintain a working knowledge of developments and trends in the field of nonprofits: management and fund development.

Financial Planning and Management

- Ensure sound bookkeeping and accounting procedures are followed to ensure fiscal integrity of the Arts Center.
- Ensure that the Board is provided with comprehensive reporting on the Arts Center's financials and key operational indicators.
- Assist in the preparation of the annual operating budget with the Treasurer, Finance Committee and Board.

Development

- Oversee the Grants process by researching available grant options, maintaining strong relationships with grant providers, maintaining grant calendar and managing independent Grant writers.
- Oversee the Site Rentals program to secure a steady reliable revenue stream.
- Oversee the management of the Arts Center Membership program.
- Operational support of donor solicitation working with the Fund Development Committee.
- Operational support of the annual fundraising gala working with the Event Committee.

Community Relations and Advocacy

- Establish an effective brand and public relations strategy through all communications channels to raise community awareness of the Arts Center mission and programs.
- Effectively communicate measurable outcomes for all programs.
- Serves as the organization's spokesperson at all community events.

- Establish good working relationships and collaborative arrangements with community organizations to help achieve the community goals of the Arts Center.

Staff Management & Board Relationship

- Determine and maintain current organizational chart reflecting roles and responsibilities to support Arts Center management of programs and services.
- Ensures all staff have current job descriptions and maintain a documented performance management process.
- Lead by developing, coaching and training a high performance team culture for continued staff growth and enthusiasm.
- Propose any staff organizational changes to the Executive Committee.
- Communicate effectively with the Board, provide timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Foster effective teamwork among the board, committees, staff and volunteers.

EXPERIENCE AND QUALIFICATIONS:

- Baccalaureate or Master's Degree preferred.
- 5+ years of nonprofit management experience.
- A passionate commitment to the arts.
- Strong leadership skills, including the ability to inspire and effectively deploy and develop staff.
- An entrepreneurial spirit undaunted by a fast-moving and lean organization.
- High integrity with a transparent approach to leadership.
- Solid administrative skills; an ability to focus, plan, prioritize and follow through.
- Strong interpersonal skills for our collaborative approach of programs and services across the organization; a team player who can quickly gain the respect and confidence of stakeholders.
- Ability to represent the Arts Center and interface with a broad and diverse groups.
- Proficient with the deployment of technology and applications to increase efficiency and Arts Center's users experiences.
- Proficient in branding and marketing strategies.
- Proficient in fundraising strategies and donor relations.
- Experience with targeting, preparing and securing grants.

LOGISTICS:

- **Status:** Full time, exempt employee.
- **Reports:** Board of Directors.
- **Supervises:** All staff and volunteers.
- **Salary range:** \$70,000-80,000
- **Start date:** Flexible around November 1, 2019.

To Apply: Please send a cover letter, resume and three professional references to:

info@carpinteriaartscenter.org no later than Sept. 23, 2019. Please no phone calls or drop-ins.