



Position: Executive Director

The executive director reports to the Executive Committee, Board of Directors. This position exists to provide oversight of all functions and operations of the Mabel Tainter Center for the Arts (MTCA).

QUALIFICATIONS

Bachelor's Degree in business, arts administration, or related field and comparable demonstrated experience.

- Experience with recruiting, hiring and managing job performance of staff.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Basic knowledge of employment law and human resources best practices
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

RESPONSIBILITIES

- Leadership & Management:
- Identify as the "Face of the Mabel" in the community: network with community leaders, represent the Mabel at major community events
- Establish ongoing programmatic excellence and vision, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Mabel Tainter staff, volunteers, board members, event committees, artists, partnering organizations, funders, government bodies, and audiences
- Recruit, engage, and support a strong Board of Directors: seek and build board involvement with strategic direction for both ongoing operations and new development
- Oversee building operations, maintenance, artistic and theatrical operations with staff and BOD assistance and support

- Lead, coach, develop, and retain staff and volunteers. Ensure effective systems to track progress, and regularly evaluate staff and their responsibilities
- Identify opportunities for growth and change, including entrepreneurial solutions to organizational issues
- Fundraising & Communications:
- Develop and manage annual budget and monitor financial performance with staff and BOD
- Lead the expansion of revenue generating and fundraising activities to support existing program operations and expansion through an annual fund development plan, including but not limited to: Membership program, Major donor program, Special events, Grants, Estate planning and planned giving
- Use external presence and relationships to garner new opportunities and relationships, developing plans for targeted giving goals and engaging staff, volunteers, BOD in fundraising strategies
- Assure donors are consistently recognized for gifts
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger presence within the region
- Provide regular communication and reports to BOD regarding programmatic, financial, HR, and facility functions, including P/L, programming reports, revenues by function, donor reports, progress towards fundraising goals, etc.
- Manage operational budget, assets and resources

PLANNING & NEW BUSINESS:

- Implement and monitor strategic business planning process for the development of new opportunities and the enhancement of the mission of the Center with the BOD
- Lead marketing and PR initiatives to promote programming, education, and historical significance of the MTCA to the community and enhance attendance
- Build partnerships in new markets, establishing relationships with the funders, and political and community leaders
- Establish collaborative relationships with a diverse population of artists and arts organizations, as well as key organizations in the community
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the Mabel Tainter Center for the Arts
- These responsibilities are subject to change and/or modification and are not intended to be all-encompassing. Other duties may be assigned from time to time.