



**Position: Executive Director**

**Reports to: Executive Committee, Board of Directors**

The Executive director of the Mabel Tainter Center of the Arts (MTCA) is given a great opportunity and responsibility to cultivate an appreciation, enjoyment, and interest in all forms of art within the greater Menomonie area. The position leads an eclectic team of specialized professionals who each play a unique role in seeing the continued success of this historic theater. The Executive Director works closely with the board of directors to set the strategic goals for the organization and update the board regularly on progress towards the goals. As Executive Director you'll become part of the community, engage its members, and build deep satisfying relationships that offer a return on investment and afford the Mabel Tainter to continue inspiring people of all ages to support the arts.

**Minimum Qualifications:**

- Associate's degree
- Experience effectively leading or managing teams
- Direct experience managing and allocating budgets
- Successful experience fundraising or grant writing
- Intermediate skill with databases and Microsoft Office tools, including Word, Excel, and PowerPoint
- Excellent written and verbal communication methods that engage multiple audiences
- Direct experience hiring and supervising employees in accordance with standard human resources best practices and legal requirements
- Direct experience working as part of a non-profit organization
- Experience in a position reporting to and developing effective working relationships with a Board of directors

## **Preferred Qualifications**

- Bachelor's Degree in business, arts administration, or related field and comparable demonstrated experience
- Prior experience in theatrical productions, event booking and management, marketing, or public relations
- Proficiency with Facebook, Twitter and Instagram, as well as website maintenance

## **Primary Responsibilities**

### **40% Fundraising & Communications:**

- Network and build partnerships with community member and leaders, and represent the Mabel at major community events
- Build on existing communication and community outreach methods to more deeply and meaningfully engage patrons of the Mabel Tainter
- Develop and execute a comprehensive fundraising plan. Evaluate results regularly and adjust plan as necessary to meet budgeted goals.
- Provide monthly 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.

### **30% Programming, Team Management & Facilities:**

- Define and articulate a common vision and set of programmatic goals for the Mabel Tainter to actively work towards, in collaboration with community partners as well as the Mabel Tainter staff and volunteers. Evaluate results regularly and use data to guide future programming decisions.
- Engage, and support a strong Board of Directors, as well as volunteers and employees as operational needs fluctuate. Provide regular feedback and evaluations of staff and seek to develop and retain a quality team.
- Oversee building operations, maintenance, artistic and theatrical operations with staff
- Supervise and develop staff and volunteers

### **30% Planning & New Business:**

- Lead marketing and PR initiatives to promote programming, education, and historical significance of the MTCA to the community and enhance attendance
- 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.