

Shoreline Arts Alliance Executive Director Job Description

Summary:

Reporting to the Board of Directors, the Executive Director serves as the chief executive officer and provides leadership to the Shoreline Arts Alliance, guided by its mission and values. The Executive Director is the organization's chief spokesperson to its many constituencies, internal and external. The scope of responsibility includes external and community relations, fund development, strategic planning, program policy and operational, financial, and administrative management. The Executive Director, in consultation with the Board of Directors, is responsible for the development and implementation of strategic vision.

Essential Responsibilities:

Administrative Management and Leadership:

- Manage administrative and financial policies, procedures, controls, and measurements.
- Manage and support staff and volunteers in areas of program, membership, development, marketing, and administrative planning and execution.
- Ensure all programs and services reflect the goals and strategies set forth by the Board of Directors and Bylaws.
- Maintain the highest quality of operational and professional management.
- Work with Board to create long-range organizational goals and strategies.
- Implement long and short term program and service goals.
- Develop and monitor annual operational budget and program budgets. Current fiscal operating budget is \$202,000.
- Manage organizational fiscal affairs with prudence.
- Create and implement Human Resource policies and procedures.

Fundraising and External Relations:

- Direct all private and public sector fundraising activities including cultivation and solicitation.
- Maintain strong relationships with past major donors, patrons, and sponsors.
- Establish and monitor annual development plan with benchmarks, in conjunction with Staff.
- Establish and monitor annual marketing and public relations plan, in conjunction with Staff.
- Establish and monitor annual membership development plan, in conjunction with Staff.
- Research grant opportunities and prepare grant requests.

Board Relations:

- Implement Board policies, decisions, and vision.
- Ensure annual operational budget, program priorities and goals reflect Shoreline Arts Alliance mission, policies and strategic vision.
- Assist Board with planning and development.
- Advise Board on all aspects of organization and make recommendations accordingly.
- Plan and participate in monthly Board meetings.

Advocacy and Partnering:

- Develop, manage, and monitor collaborative relationships with national, state, regional, and local agencies and organizations.
- Attend professional development events provided by arts and non-profit organizations.

Essential Skills:

The Executive Director should have vision, leadership, imagination and a passion for the arts and for furthering the cultural development of the community. She/he must have strong skills and significant experience in small organization management, fundraising and marketing. The capacity to work at the intersection of artistic programming excellence and best business practices, of consensus oriented management and effective decision-making and of strategic vision and pragmatic implementation is important.

The Executive Director must understand and embrace the Shoreline Arts Alliance's mission and role in the community, and be sensitive to the needs of all constituencies. The Executive Director should be a strategic thinker and dynamic innovator with excellent interpersonal skills.

The Executive Director should have a superior understanding of institutional image/brand building, resource development and fundraising, marketing, and external relations, and should have the presence and capacity to move initiatives forward in all these areas. In addition, she/he should have organizational, planning, and administrative skills, knowledge of fiscal management, written and oral communication skills, and computer skills.

The Executive Director should have high ethical standards. Ingenuity, flexibility, compassion, dedication, enthusiasm, humor, and energy are valued attributes.

Education:

An undergraduate degree is required; an advanced degree is preferred.

Compensation:

Starting at \$35,000 - \$40,000 annually for full-time employment. Salary increase will depend upon job performance and employer's financial condition. Four weeks annual vacation.

Nondiscrimination:

The Shoreline Arts Alliance is an equal opportunity employer.

E-mail resume, cover letter, three reference contacts, and compensation requirements to:
jzimmermann@wiggin.com