

Alamance Arts (AA) Executive Director – Position Description

Title: Executive Director (ED) | Full-time, exempt employee

Location: 213 South Main Street, Graham, NC 27253

Reports to: President and the Board of Directors



ALAMANCE ARTS

Organizational Overview

Mission and Vision

The mission of Alamance Arts is to “shape the cultural identity of Alamance County by making art a tangible presence in the lives of its citizens.” The organization aims to “enhance the quality of life by engaging people in a diverse array of art through the delivery of programming and education, and through the provision of facilities, advocacy, promotion and funding.”

Alamance Arts envisions a community where the arts flourish; where its reputation for excellence in the arts attracts visitors from across the state and beyond; where the arts are cherished as among its most valuable assets; where arts programming abounds and facilities are excellent and where every child, woman and man has the opportunity to express and enjoy themselves through the arts.

History

November 1956 marked the beginning of the Alamance County Arts Council, known as Alamance Arts. There is little written history about this humble beginning, but the local Community Council helped to establish the art association. The Alamance County Arts Council moved into its current location, 213 South Main Street, Graham, in 1998. This move occurred after an extensive renovation to the Victorian home of the late Captain James and Emma Holt White.

To learn more about Alamance Arts visit www.alamancearts.org.

The Opportunity

Alamance Arts is at a crossroads as it sources a new Executive Director following the retirement of its longtime staff leader. The Board of Directors seeks a leader with a mindset towards cultivating the culture of the organization.

Alamance Arts is positioned in its programming and services in support of an evolving Alamance County. The organization serves as the local arts agency, increasing access to the arts while celebrating the artists who make the community a great place to work, live and play. Alamance Arts is also a driver of local economy, a support for families through skill-building for children, and a platform for strengthening community.

The organization is critical to the life of those who live in Alamance County, and the board of directors is seeking a staff leader who can build upon decades of service to the community to forge a path forward - one that leverages organizational assets to make a lasting impact.

The Role

Working closely with the Board of Directors, the Executive Director (ED) will be a visionary leader with excellent nonprofit management, fundraising, and relationship-building skills with a passion for the arts. The ED is responsible for maintaining Alamance Arts' artistic vision and business mission, providing passion and vision in leading the strategic planning and growth of Alamance Arts.

The ED is responsible for overall leadership and day-to-day operations including management of the non-profit organization, financial accountability, operating budgets, and the development of a philanthropic base to support long-term projects, programs, and goals. The ED will supervise all day-to-day operations of the organization and its staff.

The ED will be responsible for leading staff and volunteers in the fulfillment of the organization's artistic endeavors, program development, organizational expansion, and the execution of the organization's mission.

Key responsibilities:

Strategic Leadership and Board Relations

- Partner with the Board of Directors in the development and implementation of the vision and strategic plan to achieve goals and objectives of the organization.
- Act as an advisor to the Board of Directors on all aspects of Alamance Art's activities. Attend all Board meetings and committee meetings. Along with the Board Chair, create the agenda, update the Board in a Director's Report, secure the secretary and treasurer's report, and distribute prior to the meeting.
- Provide new Board members with an orientation and overview of the non-profit explaining their services to the organization.
- Develop necessary policy or policy changes for Board approval and be responsible for implementing such policies.
- Work with Committee Chairs to establish regular meeting schedules, objectives, goals, and action steps to ensure that Committees are actively engaged on a consistent basis.

Fund Development

- Collaborate with the Board to develop and manage fundraising and financial strategies, including an annual budget and long-range plan, subject to Board approval and revision.
- Lead annual fundraising projects and new areas of fund development, identify available funding sources, and prepare and submit appropriate grant applications with Board approval.
- Lead grant management and ensure timely reporting.

Community Building and Communication

- Serve as the chief spokesperson for Alamance Arts. Articulate and communicate the value of the arts in improving the quality of life to promote community support.
- Ensure the organization has representation at events, meetings, and other activities. Attends events as appropriate.
- Maintain close relationships with partners and potential partners including school administrators, local government officials, and area organization leaders to promote a coordinated arts effort in the local community.
- Exemplify community involvement at the highest level by promoting a positive public image of Alamance Arts using all available communications platforms and publicizing programs on a regular basis.
- Maintain Alamance Arts' mission and vision through marketing and communication practices. These may include but not necessarily be limited to social media, Alamance Arts' website and newsletter, radio, television, and print media.
- Maintain political awareness of arts-related matters at local and state levels.
- Develop working relationships within the community to ensure the arts are represented at large.

Program Management

- Oversee the Development and implementation of innovative community programs that interest the entire community.
- Along with staff members, the ED will develop community-based art programs based on ideas, needs, and available resources.
- Lead an ongoing assessment and evaluation of existing programs.

Administration and Human Resources Management

- Provides direct supervision of all staff and volunteers, building staff capacity and development, overseeing staff performance, hiring and termination consistent with applicable HR policies.
- Applies Board-approved employee policies and benefits in accordance with federal and state requirements.
- Builds and develops staff to deliver on the mission. Provides ongoing and real-time performance feedback and coaching. Conducts regular staff meetings.
- Ensures that the Captain White House facility is maintained to meet the programmatic and administrative needs of day-to-day operations and special events.

Financial Management

- Oversees the daily management of all funds consistent with the organization's accounting system.
- Financial management and budget oversight in collaboration with the Board Treasurer.
- Serves as signature authority for outside vendors and programs within limits established by the Board of Directors.

Performs other job duties as requested by the Board of Directors and committee chairs, within the scope of the position.

Required Qualifications and Competencies

The ideal candidate will have the following capabilities and qualities:

- A minimum of five years of senior leadership or management experience, preferably in a nonprofit organization in the arts or a related area. Prior experience as President or Executive Director is preferred.
- Bachelor's degree required.
- Demonstrated commitment to the Alamance Arts mission and knowledge of and a passion for the arts.
- Administrative experience managing a non-profit organization with knowledge of non-profit organization best practices.
- Ability to build consensus and to foster fruitful partnerships between the arts and business communities, local, regional, and statewide government.
- A background in mobilizing community members to support a public benefit cause.
- Proven track record in identifying and raising new funds and building long-term relationships with a variety of donors and funders.
- Experience with grant writing.
- Strong leadership and creative problem-solving skills.
- Strong financial management ability, with a strong preference for financial management experience, including budget development and fiscal management.
- Strong interpersonal and small group interaction capabilities; ability to work effectively in team situations.
- Skill in effective decision-making and ability to manage change.

- Ability to exercise independent judgment and initiative and to advise and take direction from a supervising Board of Directors.
- Excellent written and oral communication skills.
- Ability to utilize MS Office applications
- Experience or willingness to learn Adobe Creative Suite, Squarespace, and membership operating system (Arreva/Exceed).
- Ability to work during standard office hours (Mon-Sat 9 am to 5 pm), plus evenings and weekends as needed.

Physical Requirements

- Lifting, carrying, etc. 40 lbs.; indoor/outdoor; exposure to extremely cold temps, high temps, humidity, etc.
- Must possess a valid North Carolina driver's license and be insurable by the agency's insurance Policy.
- Must maintain an insurable status throughout employment
- Must have access to a dependable vehicle on a regular basis.
- Ability to travel locally (regularly) and throughout the state and region (occasionally) to attend trainings and meetings.

Compensation Package

Base salary range is \$65,000. Benefits include a PTO policy and employee healthcare stipend benefits.

Application Process

All inquiries, nominations and applications should be directed via email to edsearch@alamancearts.org.

Applications must include a cover letter and resume to be considered for the role. Please also indicate where you learned of the opportunity.

Alamance Arts is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its works and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. AA encourages candidates of all groups and communities to apply for this position.