



## **JOB DESCRIPTION**

Title: **Executive Director**

Reports to: **The Board of Directors**

**Summary:** The Executive Director acts as the Chief Executive Officer of the eta creative arts foundation and is responsible for the overall management and direction of eta in accordance with its vision and mission. The Executive Director works under the general oversight of the Board of Directors.

**Overview:** The Executive Director provides oversight and overall management, planning, vision and leadership for all aspects of the eta creative arts foundation including programs and services, finance, fundraising, human resources, communications, and board development. The Executive Director assumes a leadership role in partnering with the community and collaborating with businesses, foundations, government officials, other nonprofits, and supporters. The Executive Director works with the Board and Board Committees to establish vision, policies, strategic focus and priorities.

### **Responsibilities**

#### Leadership and Management:

Develop and maintain a fiscally prudent budget approved annually by the Board in collaboration with Producing Artistic Director and the Treasurer

Develop and implement a clear, concise set of strategic goals that demonstrably and qualitatively advance eta's mission

Establish an effective means of leading and managing employees and volunteers to accomplish short- and long-term goals set collaboratively with the Board

Develop a formal process for managing employee performance through standard performance management processes, including position evaluation and salary reviews, goal-setting, educational training and professional development

Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee. With Board chair, define and monitor Board mission, participation, collection of Board dues, and implementation of Board's strategic plan

Build-out effective systems to track progress and regularly evaluate program components to measure successes and communication to Board, funders, and constituents through an annual report or other communication

Set expectations and establish accountability for organizational excellence

#### Fundraising and Communications:

Develop a consistent and active fundraising plan to support general operations and program expansion designed to promote the institution as a cultural hub for the community it serves

Expand individual donor opportunities, cultivate funder relationships, programming partnerships, and extend successful strategies for subscriber and patron donations

Identify long-term partnerships that promote collective resource management

Develop resources for consistent and effective marketing and communications for the institution as well as for ongoing productions, programs and activities

Envision, articulate and execute 2-4-year strategic plans aligned with the institution's mission and vision

Build partnerships in new markets that connect funders, political and community leaders

#### **Qualifications**

##### Experience

Five years management and arts experience with at least three years of experience working for or with a community-based arts organization

Demonstrated fundraising or successful grant writing and arts management experience required

Prior experience with non-profit governance required

##### Educational Requirements

Bachelor's degree required. Master's Degree (or higher) preferred. Preferred field of study: arts management.

##### Skills and Knowledge Required

Strong speaking, writing, and presentation skills

Strong relationship building and customer service skills

Budgeting, financial accounting, financial reporting and financial analysis skills

Demonstrated effective leadership and management style

Knowledge of fundraising and donor development processes and strategies

Familiarity with performing and visual arts institution operations and management

Familiarity with talent management strategies

Federal, state, and local employment compliance

### Technical Skills

Adept at using Microsoft Office

Salesforce application knowledge preferred

Solid understanding of hardware, software and applications needed to support box office transactions as well as maintain stakeholder and relationship databases including patrons, subscribers, donors, volunteers, etc.

### **Submission Requirements:**

Letter of Interest

Resume

Writing Sample

Three professional references

**SUBMIT TO THIS EMAIL ADDRESS: [EDsearch@etacreativearts.org](mailto:EDsearch@etacreativearts.org)**

Kadi Sisay

Consultant, Executive Search

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