

Attachment A

Gaylord Area Council for the Arts

Position Description: Executive Director

Qualifications: The Gaylord Area Council for the Arts (GACA) Executive Director will be a proven leader and possess a passion for the arts. He/she will have the ability to develop and maintain long-term relationships with the community and stakeholders that enhance the financial, artistic and educational goals of GACA. The Executive Director will have excellent communication skills, both written and oral, and be able to work cooperatively with people of all backgrounds.

Function: GACA's Executive Director will be responsible for implementing and enhancing the organization's strategic plan; overseeing financial management; leading, sustaining and administering fundraising and grant activities; helping to develop and oversee marketing activities; developing and administering program activities; assisting in coordinating volunteers and committees; supervising staff and overseeing day-to-day operations of the Art Center. The individual must be bold and creative in enhancing the GACA's image as a vibrant community and area arts center.

Supervision: Report directly to GACA Board of Directors.

Duties and Responsibilities:

1. The Executive Director will work with the Board of Directors on developing, evaluating and implementing the organization's strategic plan and goals. He/she will attend all Board of Director's meetings and meetings of various GACA committees (unless excused).
2. The Executive Director will work closely with the Administrative Assistant, Board Treasurer and Board of Directors on matters related to the financial affairs of the organization.
 - a. The Executive Director will help the Board of Directors to develop its annual budget. He/she will ensure that expenditures throughout the year are in line with the organization's resources and budget.
 - b. The Executive Director will review the accounting activities and reports on a monthly basis.
3. The Executive Director will help to organize, plan and lead fundraising and grant seeking efforts.
 - a. Working with the Board of Directors and the Fund Development Committee, the Executive Director will help to structure and implement fundraising efforts.

- b. The Executive Director will continuously seek out government, foundation, and corporate granting opportunities. He/she will develop grant proposals, with the approval of the Board. He/she will be responsible for grant reporting and administration of grant funding in accordance with the provisions of each grant agreement.
4. The Executive Director will lead and work with the Administrative Assistant and relevant committees on marketing activities.
 - a. He/she will design and write the quarterly GACA newsletter, monthly activities flier and annual report.
 - b. He/she will work with the Administrative Assistant on other marketing efforts, such as updating GACA's web site and Facebook page, posting information on community calendars, e-newsletters, writing newspaper articles, etc.
 - c. He/she will work with the relevant committees on implementing other marketing activities (i.e. paid advertising), to be in-line with the organization's marketing budget.
5. The Executive Director will help to coordinate and work with the Visual Arts and Performing Arts Committees and committee chairs.
 - a. He/she will attend visual arts and performing arts committee meetings and help them to develop and implement programs, events and exhibits.
 - b. He/she will work with the committees on developing and revising the annual events calendar for the organization.
 - c. He/she will develop "call for entries" for visual arts exhibits, help to distribute exhibit information and communicate with artists about the exhibits. He/she will assist with planning and holding receptions.
 - d. He/she will work with the Visual Arts Chair on organizing and holding creativity workshops.
 - e. He/she will work with the Performing Arts Committee in the planning, marketing and implementation of various programs and concerts.
6. The Executive Director will work with the Administrative Assistant on recruiting, training and organizing gallery volunteers. He/she will oversee the revision of the "Volunteer's Staffing Routine" booklet, as needed.
7. The Executive Director will supervise the work activities of the Administrative Assistant and the day-to-day operations of the Art Center.
8. The Executive Director will develop and maintain regular and frequent communication with the Board of Directors, the Administrative Assistant, GACA committee members, artists, GACA members, volunteers, funders/grantors and the community at large.

Specific Qualifications:

1. Proven and successful fundraising and grant writing experience.
2. Experience administering grant funding.
3. Experience managing and supervising multiple projects, committees, tasks.
4. Knowledge of accounting principles and financial management.
5. Minimum education – undergraduate degree; advanced degree is desirable.
6. Marketing experience to include social media.
7. Prior experience working with non-profit organizations or in a related field.
8. Proficiency in these programs: Word, Excel, Publisher and Access.