

Overview:

The ESO Board of Directors are seeking an Executive Director that is energetic, positive, creative, and goal-oriented to continue to lead and grow ESO Arts Center. This position is responsible for the general, strategic and fiscal leadership, operations and day to day management of ESO Arts Center. This includes overseeing development/fundraising, partnerships, budgeting, instructor recruitment and management, public relations and marketing, grant writing, building preservation and maintenance, special events management and furthering a broad engagement between the arts and the communities ESO serves. The Executive Director must be a servant leader, have a deep passion for community arts, in promoting its continued relevance, and have the drive to achieve meaningful results.

Responsibilities:

The Executive Director reports to the Board of Directors. The Executive Director is responsible for leading and directing a current staff of an Assistant Director, Office Receptionist, Independent Contractors, and managing an annual budget averaging \$250,000. The Executive Director must have the ability to work closely with a volunteer Board of Directors (comprising up to 20 members). Keys to success in this role will be building upon the fundraising and grant programs, focused on both annual operations and gifts to support ongoing renovation and maintenance of the arts center as well as cultivation of positive relationships with students, current and potential donors, state and local governments, corporate benefactors and individual prospects. In conjunction with the Board, the Executive Director undertakes long- and short-range planning, policy development, budget preparation and monitoring, and development of programs and services. The Executive Director represents ESO in the community, participates in events which increase awareness of ESO, expands community outreach, and performs duties which foster the development of the arts on the Eastern Shore.

Primary job responsibilities include:

- **Financial Records, Reports, and Proposals:** Performs ongoing financial management as well as long-term planning and reporting. Prepares an Annual Budget and presents to the Board of Directors for approval. Works with Treasurer and Assistant Director to maintain all financial records and conduct an annual review.
- **Planning:** Responsible for carrying out the strategic plan, as well as creating long-term, short-term, and annual goals and objectives for the organization, in partnership with the Board.
- **Development:** Sets goals for all major fundraising efforts, tracks totals, and reports to Board. Works with Board and Assistant Director to create sponsorship levels as well as solicit and process donations.
- **Grants:** Identifies grant opportunities and works to develop government, non-profit, and foundation grants to support the operations of ESO. Responsible for appropriate monitoring of grants and required reporting.
- **Supervise Staff and Independent Contractors:** Identifies, assigns, and supervises work of the staff. Assures that all are appropriately trained, and adequate staffing is maintained to meet ESO's needs and objectives and creates a congenial atmosphere and environment.
- **Community Outreach:** Builds upon programs, community activities, and appropriate meetings which further the mission of ESO and benefit the community.
- **Public Relations, Communications and Marketing:** Serves as primary spokesperson to the organization's constituents, the media and the general public. Provide clear, succinct, authentic, persuasive, appropriate, and consistent communication with all levels of constituents. Promotes ESO's events and activities. Oversees marketing, web and social media presence, and other communications efforts conducted by the Assistant Director.
- **Facility Supplies and Equipment:** Coordinates maintenance and preservation of the building, grounds, and equipment, and provides for safe and reliable operation. Maintains adequate supplies for operation within budget parameters. Reviews, approves and oversees contracts for services.

- **Events & Building Use:** Lead management of events and rentals/building use, from contracting to production and collection. Maintain working relationships with key vendors and partners.
- **Records:** Keeps electronic records in an orderly and accessible system and monitors regular file back-up. Maintains hard-copy files in an organized manner as necessary.
- **Professional Development:** Participates in educational activities and arts associations to keep abreast of the latest development in small arts organizations and arts education programs.

Required Qualifications/Skills:

- Bachelor's degree from an accredited University or College, or comparable workforce experience;
- A minimum of 5 years progressive non-profit professional or performing arts center management experience;
- Solid budget management skills, including budget preparation, analysis, decision-making and reporting;
- Fundamental business understanding and knowledge;
- Strong organizational and collaboration abilities including planning, delegating, program development and task facilitation;
- Strong writing and speaking skills, including serving as an articulate spokesperson.
- Demonstrated fundraising success;
- Knowledge of Non-Profit Arts Center and Performing Arts Professional policies, issues, and strategies;
- A working understanding of technology and finance, including familiarity with PC environment and knowledge of the following applications: MS Office, QuickBooks, MailChimp, Word press and G Suite;
- Ability to meet the physical demands of working and transporting materials in a multi floor historic building with non-standard stairs;
- Ability to work well under pressure, deal with challenges with self-control and balance, while managing multiple projects and deadlines in a diplomatic and professional manner;
- Ability to actively participate in ESO events, including weekdays, some evenings and weekends;
- A warm, engaging and accessible style is required.

Preferred Qualifications/Skills:

- Graduate degree in Arts Management, Non-Profit Management, or a related field/experience;
- Knowledge and practice of an art form (visual or performing);
- Genuinely passionate about arts and the Eastern Shore community;
- Discerning listener and natural delegator who embraces transparency.

Employer's Reserved Rights

This job description does not list all duties of this professional position. The successful candidate may be asked by members of the governing authority to perform other necessary duties. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either the chosen candidate or the employer may terminate employment at any time. This is an at will position. Full Time.

To Apply:

Send Cover Letter & Resume to Exec@esoartscenter.org with Subject: **Executive Director Position**