

Position Title: Executive Director

FLSA Status: Salaried, Exempt

Overview of Position:

Under the direction of the Board of Directors, the Executive Director (ED) is responsible for the overall management and operation of the Confluence Gallery and Art Center. The ED represents the mission, goals and values of the organization in a clear and inspiring manner and serves as the liaison between and among the staff, volunteers, the general public and the Board of Directors. The ED shares with the Board the responsibility to provide leadership and vision for the future of Confluence in the achievement of its shared mission, goals and values.

Areas of Responsibility / Essential Functions

FINANCIAL MANAGEMENT

- ◆ Oversees all accounting functions including those for sales, auditing, budgeting, financial analysis, capital asset, property management, fundraising and payroll.
- ◆ Prepares monthly financial report for Board and meets quarterly with Finance Committee to review financial status and make recommendations to Board.
- ◆ Prepares annual budget with assistance from Treasurer and Finance Committee and manages organization's resources within the budget guidelines according to current laws and regulation.
- ◆ Secures, administers, monitors and reports on all grants as required by funders.

DEVELOPMENT AND FUNDRAISING

- ◆ Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing fundraising plan and strategies, and administering fundraising records and documentation.
- ◆ Coordinates grant writing committee in researching funding opportunities, preparing grant applications, administering grant funds, and preparing grant reports.
- ◆ Oversees the annual sponsorship and membership drives.
- ◆ Organizes and implements a major donor program.
- ◆ Prepares all hotel/motel grant requests and verification of expenditures.

GALLERY OPERATIONS

- ◆ Works with the Board and Show Committee to develop and produce gallery and gift shop budget, gallery exhibits/programs and gift shop layout/design and inventory.
- ◆ Manages the day to day gallery and gift shop operations including staffing, sales receipts and deposits, inventory, artist's database (contact info and contracts), shipping, etc.
- ◆ Recruits new artists and new gift shop vendors to assure new, innovative, creative, engaging exhibits and gift shop inventory.
- ◆ Supports and interacts with artists, visitors, and volunteers to promote and support the sales and public relations efforts of Confluence.
- ◆ Works with the Education Committee to develop yearly education programs of workshops, lectures, classes which includes recruiting instructors, promotion, scheduling, financial oversight and reporting, class evaluations and correspondence.

PLANNING

- ◆ Leads by inspiring a shared vision for the future and igniting a passion and commitment within the organization to successfully grow and develop consistent with its mission and values.
- ◆ Working with the Board, generates a three year strategic plan including goals and action plan
- ◆ Evaluates the services being provided by Confluence in relation to strategic and action plans managing the organization's financial and human resources to meet plan goals.

MARKETING AND PROMOTION

- ◆ Represents Confluence as a spokesperson and builds community support for the organization and its programs.
- ◆ Serves as liaison with other groups in the local and regional art community through a community outreach and public relations plan and strategy.
- ◆ Develops and manages in conjunction with staff, committees, and consulting graphic artists an advertising plan and budget for promotion and advertising and a community outreach/public relations strategy and plan.
- ◆ Compiles annual statistics on the use of services provided by Confluence.

INTERNAL MANAGEMENT

- ◆ Supervises and directs staff, develops position descriptions, evaluates the performance of staff, sets compensation, and provides overall control and direction for personnel, including administration of personnel actions in accordance with federal and state requirements and Confluence Employee Policies.
- ◆ Insures that Confluence staff has access to the latest knowledge and the most advanced tools to assure effective, efficient, and compliant operations.
- ◆ Provides oversight and support to all programs, projects, building management and scheduling, and daily operations.
- ◆ Oversees the smooth and effective use and appropriate recognition of volunteers.

Qualifications:

Required:

Bachelors Degree in Art Administration/Management, Business, Communications, Public Relations, Marketing, or related field. Three years of increasingly responsible experience in art or business management or non-profit organizational experience.

OR

Any combination of education and experience providing the knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by the above description of essential job duties.

Preferred:

Art Organization or Gallery Management Experience.
Sales, Marketing, or Retail Merchandizing Experience.

Knowledge, Skills, and Abilities:

Strong commitment to and passion for the arts and the mission and values of Confluence Gallery and Art Center.

Excellence in organizational management with the ability to coach, manage, develop and inspire staff:

Ability to communicate effectively verbally and in writing with Board, staff, volunteers, potential donors, the public, the media and other business and non-profit personnel.

Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

Knowledge of the theories, practices, principles and techniques of financial management, business management, personnel management and non-profit management.

Knowledge of the federal, state, and local laws, standards, codes, regulations, guidelines, ordinances, policies and procedures related to services provided.

Ability to prepare and direct the preparation of comprehensive reports, budgets, departmental materials and correspondence.

Proficient use of Internet and relevant computer programs (Word, Excel, QuickBooks, Giftworks).

Ability to work under pressures of deadlines and on concurrent projects.

Skill set includes passion for the arts, reliability, creativity, innovative thinking, and good judgment.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Physical Demands:

The ED needs to be able to work in an office setting, travel, attend off site meetings, help sell, package, and ship art, and have the stamina to put in long hours/days as needed. Driving is required.

Confluence Gallery and Art Center is an Equal Opportunity Employer.