



JOB DESCRIPTION:

Executive Director, Shasta County Arts Council

Shasta County Arts Council (SCAC) is seeking an energetic, experienced and innovative Executive Director to lead the organization through the next phase of its development. This position offers an excellent opportunity to lead an established, dynamic and evolving arts organization located in Redding, California.

The ED is responsible for strategic leadership, planning and outreach; direction of staff; fundraising and grant writing; and management of day-to-day operations. Other duties include: financial management as chief fiscal officer; marketing and branding programs, developing and overseeing programs and services; advocacy and awareness. Working with community partners and agencies to maintain the State designated Redding Cultural District and Redding Public Access Television.

SCAC offers a reasonable salary, flexibility, independence and an opportunity to lead a thriving organization to an even higher level.

The ED answers to, and works in partnership with the SCAC Board of Directors, and leads and directs SCAC to achieve its mission:

We are committed to invigorating the arts in our local and regional community through education, support, and practice.

DUTIES

Organizational Leadership Duties – External

- Promote public access to and appreciation of the arts in Shasta County communities.
- Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
- Develop opportunities in the arts and provide information on those opportunities to regional residents, artists, and arts organizations.
- Represent SCAC to groups, organizations, businesses.
- Educate and advocate for the arts to public, policymakers, funders and community leaders about the artistic importance and public value of the arts and advocate effective ways to strengthen these important community and regional resources.
- Serve as principal agent to municipal governments, and other entities that impact the organization's interests. Prepare and deliver report to City of Redding each year.
- Seek and secure funding and sponsorships from local, regional and national government, corporate, foundation, and individual sources to support operations, events and programs.
- Implement an ongoing strategy to position the arts and the organization as tools for economic development. Support related community revitalization initiatives.
- Oversee membership development activities.

Organizational Leadership Duties – Internal

- Provide leadership and guidance to the Board and Staff members in developing, articulating, and achieving a vision for SCAC.
- Assure that the organization has both a current long-range strategic plan and cultural plan to achieve its mission, and assure that SCAC makes consistent and timely progress toward the goals therein.
- Keep the Board informed about SCAC operations, programming, and critical issues, and provide the Board the tools and analysis to make informed decisions.
- Work in partnership with the Board to identify and recruit candidates for Board membership.
- Maintain a working knowledge of significant developments and trends in both arts organization and non-profit management and operations, share this information with Board and staff when it has potential to influence or impact the organization, and use this information to position the organization for greater community impact.
- Coordinate meetings of the Board and its committees, and provide reports as needed.
- Serve as an ex-officio non-voting member on all committees of the organization.

Finance and Administration Duties

- To have general charge, subject to the overall control and direction of the Board, for oversight and direction of the affairs and business of SCAC.
- As required by the Board, act as chief financial officer for SCAC.
- Develop and oversee sound accounting, financial, operating, cash management, and investment practices, policies and procedures.
- Maintenance of bank accounts for the organization, and prudent management of SCAC resources within established law, regulations and organizational policies.
- Undertake/supervise bookkeeping activities, cash handling, incoming and outgoing payments, reporting, etc. Preparing, signing (when authorized by the Board), and transmitting checks in a timely fashion.
- Prepare organization and program budgets and insure that the organization operates within budget guidelines and consistent with all policies and procedures.
- Work with Board Treasurer and assist in the Treasurer's communications to the Board.
- Ensure that adequate funds are available to permit SCAC to carry out its work.
- Manage strategic plans to strive for overall financial independence and SCAC growth.
- Work with the independent auditor.
- Act as custodian of SCAC corporate records and documents.
- Timely file required state and federal forms, reports, grant applications, etc.
- Prepare an annual SCAC Report for assigned Board meeting.
- Execute and implement contracts such as are authorized by the Board.

Resource Development Duties

- Develop a funding strategy. Plan, implement, and coordinate fund raising programs, events, membership drives, institutional and individual giving programs, and activities of all types to secure monies, cultivate prospects, and build constituency.
- Plan and produce two or more annual fundraising events.
- Evaluate success with Board and Staff and adjust as necessary.
- Search for funding opportunities, and write and administer grants for SCAC.
- Maintain consistent personal engagement (cultivation, solicitation, and stewardship) with funders (including federal, state, foundation, individual and corporate donors, and other private sources).

Personnel Duties

- Establish and maintain, in conjunction with the Board, job descriptions for each job title.
- Manage recruitment, employment, supervision, delegation to, and release of all personnel, both paid staff and volunteers.
- Maintain and update and help personnel policies.
- Maintain a work environment that attracts, keeps, and motivates.

- Encourage staff and board development and education to ensure the development of knowledge and skills necessary to achieve SCAC's mission, goals and objectives, and assist staff in relating their work to SCAC's overall vision, mission, and goals.

Program Development and Operational Duties

- Sustain and enhance existing SCAC programs, services, and events.
- Identify gaps in existing arts programming, and formulate new programs or services.
- Engage prospective program partners, oversee the planning, develop a budget, identify prospective partners and funding sources, plan and implement activity/event.
- Evaluate program outcomes, prepare a final financial summary, identify and implement necessary improvements to strengthen future programming. Make recommendations to continue or discontinue programs based on the evaluation.

Communications and Marketing Duties

- Ensure consistent SCAC branding on all print and online marketing materials across all programs, services, and events.
- Develop and maintain positive working relationship with press.
- Ensure SCAC websites and Facebook pages are managed and updated regularly.
- Publish routine email newsletters, print newsletters as needed.
- Serve as primary spokesperson and liaison to members, artists, nonprofit arts organizations, arts and other businesses, schools, media outlets, county and local government officials, and the community.
- Serve as primary spokesperson, SCAC representative, and advocate at conferences, meetings, workshops and public gatherings.
- Ensure that SCAC interaction with constituents reflects and supports SCAC's organizational values, commitment to access, and service to all regional communities.

Other Duties

- As assigned. Specific duties may vary depending on direction from the Board of Directors. In general, perform all duties incident to the position of Executive Director and perform all other such duties as from time to time may be assigned by the Chair and/or the Board of Directors.

REQUIREMENTS

- Degree from an accredited 4-year college/university, business or nonprofit management, or an arts field (such as music, theater, dance, visual/digital arts) preferred.
- Work experience relevant to the position, to include employment by an arts organization, non-profit corporation, or other for-profit entity; and including experience such as management, personnel supervision, program or contract management, marketing, accounting, grant writing, etc.
- Ability to work during standard office hours (Monday through Friday 8 a.m. to 5 p.m.), plus evenings and weekends as needed.
- Valid California driver's license and access to an automobile in good repair.
- Ability to routinely travel locally and occasionally throughout the state and region to attend trainings and meetings.
- Ability to lift 25 pounds on an infrequent basis and work in an office environment.

Desirable Qualifications

- Knowledge of, and a passion for, the arts.
- Administrative experience managing a non-profit organization.
- A proven track record of grant writing and fundraising.
- Strong financial management ability, with strong preference for financial management experience, including budget development and fiscal management.
- Ability to utilize MS Office applications, Adobe Creative Suite, QuickBooks.
- Excellent written and oral communication skills.
- Ability to perform public speaking and interact effectively with the general public.
- Leadership, supervisory, organizational, entrepreneurial, and administrative skills.
- Ability to exercise independent judgment and initiative and to advise and take direction from a supervising Board of Directors.
- Ability to supervise, motivate, and work collaboratively with others as part of a team.
- Ability to work with arts organizations, artists, and state and local government entities, and to form and successfully carry out partnerships.
- Strategic planning and implementation experience.
- Ability to assess community needs, modify existing programs, and develop new programs.
- Ability to prioritize and multi-task.

HOW TO APPLY

Please submit via email a letter of interest and your resume with a minimum of three professional references (including names, position, addresses, and phone numbers) and salary expectations to:

Selection Committee
Board of Directors
Shasta County Arts Council

Email address for submissions: truitt.john@sbcglobal.net

Submittals will be reviewed and the most highly qualified candidates will be invited to participate in an interview process. Please check the SCAC website: shastaartscouncil.org, for updates.

Shasta County Arts Council
1313 Market Street
Redding, CA 96001

Websites: shastaartscouncil.org
<https://www.facebook.com/shastaartscouncil/>