

JOB DESCRIPTION: Executive Director, Shasta County Arts Council

The Shasta County Arts Council is seeking an energetic, experienced and innovative Executive Director to lead the organization through the next phase of development. The ED is responsible for strategic leadership, planning and outreach, direction of staff, fundraising 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. You will be working with community partners and agencies to maintain the State designated Redding Cultural District and Redding Public Access Television. The ED answers to, and works in partnership with the SCAC Board of Directors, and leads and directs SCAC to achieve its mission. This is a full-time, salaried, exempt position. Wage starts at \$62,400 per year.

Responsibilities:

- Oversee membership and funder development activities.
- Represent SCAC to groups, organizations and businesses, developing opportunities in the arts and provide information on those opportunities to regional residents, artists, and arts organizations.
- Educate and advocate for the arts to public, policymakers, funders and community leaders about artistic importance and public value of the arts.
- Seek and secure funding and sponsorships from local, regional and national programs.
- Implement an ongoing strategy to position the arts and the organization as tools for economic development. Support related community revitalization initiatives.

Internal:

- Assure that the organization has both a current long-range strategic plan and cultural plan to achieve its mission, and that SCAC makes consistent and timely progress toward its 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.
- Maintain working knowledge of significant developments and trends in both arts organization and non-profit management and operations.
- Coordinate meetings of the Board and its committee, and provide reports as needed.
- Serve as an ex-official non-voting member on all committees of the organization.

Financial and Administration Duties:

- Manage strategic plans to strive for overall financial independence and SCAC growth.
- Responsible for effectuating the purposes of the organization and ensuring proper and compliant implementation of Board policies and directives, in conformity applicable laws and regulations, any and all contractual obligations, and the organizations official documents and polices.
- Develop and oversee sound accounting, financial, operation, cash management, and investment practices, policies and procedures that are consistent with the Board policies.
- Maintenance of bank accounts for the organization, and prudent management of SCAC resources within established law, regulations and organizational policies.
- Work with the Board Treasurer and assist in Treasurer's communications to the Board.
- Act as custodian of SCAC corporate records and documents. Timely file required state and federal forms, reports, grant applications, ect.

Resource Development:

- Develop a funding strategy, plan, implement, and coordinate fund raising programs, events, membership drives, institutional and individual giving programs.
- 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

Personnel Duties:

- Manage recruitment, employment, supervision, delegation to, and release of all personnel both paid and volunteers
- Undertake regular verbal performance evaluations and annual performance and compensation reviews of all employees and make recommendations to the Board of Directors
- 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.
- Evaluate program outcomes, prepare a final financial summary, identify and implement necessary improvements to strengthen future programming, and prepare an annual SCAC Board Report

Communications and Marketing Duties:

- Ensure consistent SCAC branding on all print and online marketing materials across all programs, services and events.
- Serve as primary spokesperson and liaison to members, artist, nonprofit arts organizations, arts and other business, schools, media outlets, county and local government officials, and submit annual report to City of Redding.

Requirements:

- Degree from accredited 4-year college/university, business or nonprofit management, or an arts field preferred.
- Work experience relevant to the position, supervision, program or contract management, marketing, accounting, grant writing
- Ability to work during standard office hours plus evening and weekends as needed.
- Strong financial management ability, with strong preference for financial management experience
- Ability to utilize MS Office applications, Adobe Creative Suite, QuickBooks
- Ability to perform public speaking and interact effectively with the general public. Ability to exercise independent judgement and initiative and to advise and take direction from supervising Board of Directors.

How to apply

Please submit via email a letter of interest and your resume to:

Selection Committee

Board of Directors

Shasta County Arts Council

1313 Market Street

Redding, CA 96001

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

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shastaartscouncil.org

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