



TITLE: Executive Director
DEPARTMENT: Operations
REPORTS TO: Board of Directors
FLSA STATUS: Full-time/Exempt—40 hours per week

SALARY & BENEFITS: Commensurate with experience. Either employer-based health insurance or a monthly health and wellness stipend. Annual paid time off includes three weeks of vacation within the first year, 10 federal holidays and 2 personal days.

APPLICATION INSTRUCTIONS

Interested candidates should submit the following via email (preferably in a single document) to president@durangoarts.org with the subject line *Executive Director / Your Name*

- Cover letter (1 page max)
- Resume or curriculum vitae (2 pages max)
- Writing sample of a grant narrative requesting support for an arts program (scroll below for more information)
- Up to three professional references

Thank you in advance for your interest in the Durango Arts Center. Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

SUMMARY OF POSITION

The **Executive Director** functions as the chief executive officer of the Durango Arts Center (DAC). Appointed by the Board of Directors, the Executive Director exerts the will of the Board in projecting the face of the DAC, providing visionary and strategic leadership, ensuring financial sustainability, serving collaborative needs within the community, managing all operations and staff and upholding DAC policies. The Executive Director is responsible for driving the DAC in the strategic directions set by the Board as well as achieving the DAC's strategic plan and meeting the goals and objectives therein.

PRIMARY JOB FUNCTIONS

- Fundraising and Sponsorships: Supervise and collaborate with Director of Development to design and execute an effective fundraising plan. Enable and support efforts and events to establish relationships with prospective donors and event sponsors and efforts to sustain and strengthen relationships with current donors and event sponsors.
- Resource Development – Grants: Guide efforts to research, write proposals and submit applications and attain grants that are consistent with the DAC mission, vision and plans. Manage any and all grants awarded to DAC.
- Financial Management: Develop and manage the DAC budget. Control and account for all funds and resources used by the DAC. Ensure compliance with DAC's fiscal policies, including support of annual financial review, IRS-990 filing and all relevant reporting to Colorado Secretary of State.
- External Affairs: Plan and deliver effective public relations, public outreach and marketing functions. Collaborate with community groups, public agencies, committees and other external entities as needed to advance the DAC mission and maintain a high profile in, and partnership with the communities served by the DAC.
- Staff Operations: Hire, train, manage, develop and evaluate DAC staff. Instill a culture of teamwork and creativity within the organizational climate. Ensure compliance to prevailing federal, state and local employment laws.
- Programming: Plan, deliver and evaluate programs and services that contribute to the DAC's mission, vision and sustainability.
- Technology: Plan for the DAC's Information Technology needs as well as appropriate technologies and equipment to support innovative exhibitions of visual arts and theater arts.

- **Facilities:** Provide compliant, safe, and efficient use of the DAC's facilities.
- **Support of Board Activities:** In collaboration with Board President, draft agenda and supporting materials. Assist the Board President in planning monthly meetings; attend and participate in meetings; and serve on Board committees as assigned. Assist the Board with board development activities including board recruitment, orientation (create, update and disseminate new board member notebooks) and board training sessions.

DESIRED QUALIFICATIONS

- Minimum of a bachelor's degree from an accredited 4-year college, preferably with a focus in the arts. Preference will be given to candidates with an earned graduate degree from an accredited or certification in nonprofit management or business.
- Minimum of four years of progressively responsible professional experience, including supervision, in a related non-profit field, business, educational entity or governmental agency. It is preferred that candidates have previous experience in fundraising, financial management, grant writing, public relations and/or marketing.
- Proficiency with technology and computers applications, email platforms and intermediate abilities with Microsoft Word/Excel/PowerPoint.
- Effective oral and written communication skills.
- Excellent interpersonal skills that are reflected in an ability to interact professionally with all levels of staff, DAC members, executives from professional organizations, and people in the community.
- An attitude of sensitivity and inclusion for visual artists, actors/actresses, performers, theater professionals, musicians, authors, poets and other creatives individuals upon whom the DAC depends.

CONDITIONS & ORGANIZATIONAL CULTURE

The Durango Arts Center will provide the Executive Director with an appropriate office and office equipment. DAC is a fast-paced, convivial work environment and this position will interact with fellow program and leadership staff, artists and the general public.

This job summary aims to identify the role and essential functions and qualifications of the Executive Director position. Upon hire, the successful candidate will work with the Board to develop a plan of work for the first year of employment as well as a multi-year plan of work to be accomplished over a longer term. Objectives within the goals (work plan) will be accompanied by the metrics by which performance will be evaluated.

WRITING SAMPLE

Must be submitted with initial application materials of resume, cover letter and references, or candidate will not be considered for interview.

ABOUT

The following task is requested as an example of writing ability for the purpose of funds development (i.e., grant). Emphasis will not be so much on accuracy of information included in your narrative, rather your skill level for establishing a compelling need for funding.

Grantor: Foundation (private)

Program seeking support: Girls' Opportunities through Arts and Leadership (GOAL). The request can be for scholarships or general program support. More information about GOAL can be found on our website here: <http://durangoarts.org/arts-education/>

Max page length: 2 pages

Please submit your writing sample along with all application materials, preferably in a single PDF, file titled: *Last Name_First Name_Executive Director Writing Sample*