



**Position Title:** Executive Director

**Reports to:** Board President and Board of Directors

### **Position Summary**

- The Executive Director is responsible to and partners with the Board of Directors in the advancement of the overall success and sustainability of The Arts Council through developing relationships and cultivating donors.
- Includes the growth of private and public resources, accountability for the vibrancy of programs, quality of partnerships, financial sustainability, and The Arts Council's impact throughout the seven county Brazos Valley region.
- The Executive Director will establish strategic priorities with the board and staff that align with the needs of the diverse stakeholders that The Arts Council serves.
- The Executive Director will serve as the organization's chief spokesperson in clearly articulating The Arts Council's mission, vision, and values that guide the growth, public image, and increased brand awareness of the organization regionally and statewide.
- The Executive Director will cultivate relationships, develop strategies, and define an organizational direction embedded in the cultural, social, community, and educational activities of the region.
- The Executive Director will be an aspirational public leader at the forefront of regional initiatives that strengthen the vibrancy of local communities and the arts, culture and heritage organizations within.

### **Roles and Responsibilities**

#### **Fundraising**

- Formulate and direct all major fundraising initiatives and regularly interact with major gift prospects and existing donors.
- Seek out and initiate all funding opportunities and that are available to The Arts Council.
- Advocate local arts policy and funding by developing and maintaining productive relationships with local, state, and federal public and private agencies that financially support The Arts Council.
- Endowment Creation and growth.
- Serve as primary support person for The Arts Council's Fund Development Team.

- Lead fund raising for annual operating expenses through donor identification, cultivation and the implementation of an Annual Giving program.
- Work with the Board of Directors to qualify and identify new, annual and major donor prospects.
- Work with The Board of Directors fundraising team to create & implement stewardship program for annual, corporate, and foundation donors; work with appropriate staff on donor recognition.
- Maintain current and accurate records in The Arts Council's donor database, produce timely gift acknowledgements, produce lists and reports as necessary.
- Serve as The Arts Council liaison to the community when attending meetings, special events, and all other public engagements.
- Build relationships with individuals, small businesses, and corporations in the Brazos Valley.

### **Public Visibility, and Advocacy**

- Initiate conversations about all the ways in which the arts positively impact the economy, quality of life and lifelong learning and success.
- Represent The Arts Council by participating on local and regional boards, committees, and commissions.
- Serve as the primary spokesperson for The Arts Council regarding major statements to the media, government partner institutions, institutional vision, and collaborative agreement announcements.
- Cultivate relationships by attending and hosting stakeholders at various evening and weekend community events.
- Perform other public visibility, fundraising, and advocacy responsibilities as needed.

### **Strategic Planning and Community Engagement**

- Develop and implement updated organizational strategic plan that ensures a clear, sustainable direction that supports The Arts Council's mission and vision.
- Lead the initiative to create a sustainable business plan and related policies for The Arts Council new facility.
- Working with the board, plan for the future of the Brazos Valley's economy and political landscape to ensure the strategic placement and success of future projects, programs, and development resources for long-term sustainability.
- Connect to and collaborate with peer institutions and businesses at the local, state, and national level to learn about best practices, new technology, and innovative programming that will enhance The Arts Council's brand and impact.
- Initiate, develop, and ensure strong collaborative and positive relationships among The Arts Council affiliate members and artists.
- Forge collaborative partnerships to leverage additional resources for future expansion of services to Brazos Valley residents.
- Perform other strategic collaboration and community engagement responsibilities as needed.

## **Governance and Financial Accountability**

- Provide guidance and support to best utilize the talents and resources of the board, stimulate their involvement, recruit new members, and work closely with the board to ensure strong fiscal health and effective governance of the organization.
- Partner with the Board Chair to enable board members to effectively fulfill their governance functions and facilitate optimum interaction between the board and the Brazos Valley community.
- Strategize opportunities for board prospect identification, cultivation, and recruitment.
- Orient, educate, and engage board members to maximize their effectiveness.
- Advise board committees on the development and implementation of their goals and appoint appropriate staff liaisons to support board committees.
- Ensure effective short- and long-term financial sustainability, with accountability for overall operating and capital budget submissions for board approval.
- Deliver transparent, accurate, timely, and relevant financial and organizational information to the board so it can fulfill its responsibilities in setting policies, strategic decision-making and engagement in fundraising activities.
- Deliver transparent, accurate, timely, and relevant financial information and quarterly reports to governmental partner agencies.
- Perform other governance and financial accountability responsibilities as needed.

## **Managerial Oversight and Leadership**

- Manage and review the annual performance of The Arts Council staff with direct communications with the Executive Committee of the Board of Directors.
- Lead weekly staff meetings.
- Facilitate employee development and maintain a culture where diversity and inclusion are celebrated in achieving common goals.
- Perform other managerial oversight and mentorship responsibilities as needed.
- Assume ex-officio status on all board committees and task forces at The Arts Council.
- Regular and on-time attendance.
- Appropriate dress attire
- Hours could regularly exceed 40 hours per week.
- Occasional travel by conventional means including motor vehicle, aircraft and the like within the region or to other locations as required.

## **Desired Characteristics**

The Arts Council seeks a visionary, ethical, and collaborative leader who values frequent interaction with a wide variety of constituencies as the lead advocate for the arts in the Brazos Valley. An enthusiastic and resourceful leader, the Executive Director will be receptive to new ideas, opinions, and opportunities and is willing to work in a cooperative and close relationship with the Board of Directors. A professional who values social interactions and relationships a

variety of constituents, The Arts Council Executive Director will inspire a positive organizational culture.

### **Qualifications**

- Master's degree is preferred, non-profit administration, business, management or a related field is a requirement.
- Minimum of 5 years of related executive management experience leading a nonprofit organization.
- Experience implementing and executing a successful capital campaign exceeding 1,000,000 per year.
- Demonstrated experience in fundraising and as a visible leader in community engagement and public advocacy.
- Experience managing a budget exceeding \$1.5m+ is required.
- Proficiency with MS Office products, QuickBooks and donor development software.
- Must have valid driver's license and pass background and credit checks.
- Commitment to results.
- Motivating

### **Compensation and Benefits**

The Arts Council offers a competitive salary commensurate with experience generous vacation and holiday allowances. Retirement benefits include 3% company match in company hosted retirement account, beginning after six months of employment.

### **The Arts Council**

The Arts Council, a 501 (c) (3) nonprofit organization with a 45-year history of making the arts accessible to visitors and residents of the Brazos Valley with the vision of making the quality of life in the Brazos Valley the best that the state has to offer. Supporting over 65 affiliate arts, culture, and heritage organizations, 300,000 residents in 7 counties, Texas A&M University, Blinn College and over 3.5 million Brazos Valley regional visitors annually, The Arts Council is poised for exciting growth with a new centrally located arts facility that will serve as the hub of the arts in the region.

- Legal compliance
- Finance
- Community Relations

## **Applications and Inquiries**

Please submit a cover letter and resume outlining relevant accomplishments and qualifications along with references to: *Executive Director Search Task Force* at [president@acbv.org](mailto:president@acbv.org).

Address: P.O. Box 10626, College Station, TX 77842

Web: [acbv.org](http://acbv.org)

No phone calls, please.

*It is the policy of the Arts Council of Brazos Valley to provide equal employment opportunity to applicants, employees and clients without regard to race, color, sex, religion, age, national origin, disability, political belief or veteran status.*