

JOB POSTING - EXECUTIVE DIRECTOR

Paint Creek Center for the Arts (PCCA) Rochester, Michigan

Position Available: Executive Director of PCCA

Candidate must have excellent communications, administrative and management skills. Position is full time with benefits. Salary negotiable based on experience; salary range \$60,000 - \$70,000, plus bonus.

To apply email cover letter and resume to: Paint Creek Center for the Arts, 407 Pine Street, Rochester, MI 48307, or email to positions@pccart.org. No phone inquiries please. Job is posted until filled. **Applications received by 5:00 PM on May 4, 2018 will receive priority.**

JOB DESCRIPTION

The mission of the PCCA is to enhance life in the region by promoting, encouraging and creating opportunities to participate in and appreciate the arts.

The Executive Director of PCCA must be a person who has strong skills in leadership, vision, fund development, administrative and management skills. This is a full-time position, hired by and directly accountable to the PCCA Board of Directors through the members of its Executive Committee.

Duties and Responsibilities include:

- Overseeing the development, implementation, and evaluation of programs and services that support the mission of PCCA.
- Propose programming directions consistent with the bylaws and mission
- Lead the staff and Board in developing an annual budget, and making financial decisions consistent with the budget as approved by the Board
- Determine accounting and budgeting practices and procedures necessary for sound financial management in accordance with legal requirements and advice of the Board Finance Committee and auditors
- Develop a staffing structure that supports the efficient delivery of programs and services, accomplishment of major identified goals, and effective overall management
- Manage the permanent staff of six and oversee the teaching faculty, including the implementation and ongoing revision of personnel policies approved by the Board and managing the staff performance review process
- Lead fundraising efforts, including: grant writing, sponsorship solicitation for the Art & Apples Festival, personally cultivate and solicit donors; and implement fundraising plans approved by the Board
- Provide regular, timely internal financial statements to the Board that compare performance to budget and to the previous year or other benchmark
- Plan for adequate cash flow to cover operational needs
- Conduct multi-year financial analysis, analyze trends, and engage the Board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves
- Comply with all local, state, and federal legal requirements
- Build positive relationships with partner organizations, policymakers, media, and others
- Represent the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings

JOB REQUIREMENTS

Qualifications:

- Minimum 5 years of related experience in the profit or not-for-profit sector; preference given to candidates with experience with an arts-related organization
- Minimum bachelor's degree in business, arts administration, arts education, marketing, or related
- Demonstrated ability to exercise good and timely judgment in complex situations
- Excellent written and verbal communication skills, including public speaking; significant ability to communicate and work effectively with diverse groups of people and community partners.
- Oversee largest fundraiser, the Art & Apples Festival®
- Proven ability to develop and implement grant-funded programs
- Strong strategic planning, development and implementation experience required
- Ability to develop strong community relations
- Strong track record and passion for fund development

To Apply: Please include resume, cover letter and salary requirements.

*** Applicants will not be considered if their salary requirements are not indicated***

SPECIFIC RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

1. Administrative

- (a) To supervise all staff with thoughtfulness and in a manner consistent with good fiscal management.
- (b) To manage all PCCA activities.
- (c) To report to the Board in a timely manner on all matters affecting the activities, finances, property and reputation of PCCA.

2. Programs

- (a) To provide leadership and vision to achieve the highest artistic quality and professionalism in all program areas.
- (b) Working closely with program coordinators, staff and volunteers, the Executive Director oversees the Art & Apples Festival, Art School, Exhibitions, and Art Market including the hiring of staff that report to the Executive Director.
- (c) To see that each of the above operates in a professional manner, establishing procedure and policies for all departments.
- (d) Meet regularly with staff to evaluate progress of projects and goals.

3. Planning and Development

- (a) Leading fundraising efforts, including grant writing, supporting the Boards involvement in fundraising, personally cultivating and soliciting donors, and implementing fundraising plans and policies approved by the Board.
- (b) To work together with the Board in the creation and maintenance of a long-range plan, which will support the mission and address the capital and staffing needs required for the growth of PCCA.
- (c) To research and write grants, and to ensure the grants management meets required criteria.
- (d) To assist with and participate in all PCCA fundraising, receptions, and special events.
- (e) To prepare and submit special event application to City of Rochester for annual Art & Apples Festival.
- (f) To be responsible for developing internal controls for cash handling in office and at special events.

4. Public Relations

- (a) To represent PCCA to the community, the general public, and to local, regional, and statewide constituencies.
- (b) To exert best efforts in the enhancement and preservation of PCCA's reputation, with special emphasis on the allocation of PCCA resources to educational programs intended to benefit the community.
- (c) To see that membership thank you letters and benefits for the various membership levels are fulfilled by support staff.

5. Financial

- (a) Determine accounting and budgeting practices and procedures necessary for sound financial management in accordance with legal requirements and advice of Board Finance Committee and auditors.
- (b) To prepare and present the annual budget and monthly comparison of budget to actual, cash flows, charts, etc.
- (c) To oversee the handling of PCCA income and expenses, including the maintenance of appropriate financial records and controls.
- (d) To analyze and oversee payments on a timely basis of all obligations of PCCA.
- (e) To ensure proper management and audit of financial systems.
- (f) To supervise the part-time accountant whose responsibilities include:
 - (1) Maintaining QuickBooks accounts for all financial records
 - (2) Monitoring the cash level in the banking accounts
 - (3) Prioritizing the payment of bills.
 - (4) Processing check requests based on requests from staff and approved by the Executive Director.
 - (5) Reviewing all monthly financial reports for accuracy.

6. Personnel

- (a) To prepare and revise job descriptions as needed for all staff positions.
- (b) To periodically review personnel policies and recommend appropriate changes to the Board so as to create and further productive and congenial relationships between staff, volunteers, Board of Directors and the Executive Director.
- (c) To utilize a personnel evaluation system including annual reviews and decisions on promotions, disciplinary matters, and the feasibility of increases, reductions or restructuring in personnel and salaries.
- (d) To hire and terminate personnel.
- (e) To be the final arbitrator in problems or disputes involving staff, members of the public, consignment artists, students and instructors.

7. Facilities

- (a) To ensure the proper management, maintenance, repair and preservation of the PCCA equipment.
- (b) To oversee the PCCA facility including insurance, maintenance, and needed repairs.
- (c) To periodically evaluate, prioritize and make recommendations concerning repairs or improvements to the facilities or equipment.
- (d) To oversee the facility in providing an aesthetic presentation to the public and an enhanced workspace for its employees.