



Job Title: Executive Director
Reports to: Class Acts Arts Board of Directors
Date: January 1, 2012

Summary

The Executive Director is the chief executive/staff officer of the organization and is responsible for the leadership and management of all aspects of Class Acts Arts' operations to achieve the goals and objectives of the organization.

Essential Duties and Responsibilities

Funder/Community Relations:

- Maintain and nurture relationships with all current and prospective funders
- Develop and implement strategies to increase gifts and attract new donors
- Articulate the mission of Class Acts Arts and advance its program through a range of communication strategies, including the website, participation in community and cultural organizations and activities, and an ongoing program of formal and informal public relations
- Partner and collaborate with other organizations to advocate for the arts in its capacity to strengthen education, stimulate creative self-expression and inspire a fresh view of the world
- Serve as the Class Acts Arts designated media spokesperson with the Board President as alternate

Leadership:

- Participate in the annual strategic planning process with Board leadership and ensure organizational progress to implement strategic objectives.
- Articulate Class Acts Arts' achievements and shape them for the future

Program Administration:

- Supervise the overall programming direction and activities of the organization:
 - Conduct an annual review and selection of artists for Class Acts Arts' roster for the coming year and negotiating the terms of artist contracts
 - Oversee Project Youth ArtReach and Outreach with support of the Program Directors
 - Plan for the allocation of grants and donations
 - Determine special projects or activities of the organization
- Ensure adequate maintenance of all property and equipment owned, rented or leased by the organization, as well as management and security of office systems

Financial Management:

- Prepare an annual budget and provide financial reports for Board meetings
- Oversee earned and contributed support and expenses:
 - Assess short and long term financial needs and recommend appropriate courses of action
 - Authorize expenditures within the total budget
 - Ensure adequate record keeping and appropriate financial controls in all areas of operation, including assistance with audits
 - Comply with all local, state and federal tax regulations and assist Financial Manager as needed to prepare and file reports



Human Resources Management:

- Hire, train and supervise all staff to ensure efficient operation of the organization:
 - Develop and oversee office and personnel policies that comply with state and federal employment laws and regulations and interpret organization policies to the staff
 - Establish areas of responsibility and authority, delegate duties and allocate tasks
 - Set, communicate and monitor standards for performance and ethical conduct
 - Regularly evaluate staff performance, provide opportunities for staff to develop skills, and recommend salary increases and promotion
- Write/present disciplinary action as needed

Board Administration and Support:

- Help Board leadership to consider policy and program initiatives, plan agendas, prepare materials, including regular reports on organizational progress, and attend their meetings;
 - Assist the board in maintaining organizational files
 - Perform other duties as assigned by the Board of Directors
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Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and competencies required.

- Combination of experience and education in arts/nonprofit management, arts/education policy, and demonstrated increased responsibility in nonprofit management
- Proven track record of effective fundraising and development tactics
- Experience and/or knowledge of project management and tracking as well as competency in strategic thinking
- Effective written and verbal communication skills and experience in talent development in a professional setting
- Demonstrated competency and experience in leadership development and delegation
- Substantive knowledge of arts and arts education policy
- Position requires a strong command of the English language
- Position requires interaction with the public
- Expert level computer skills: Excel, PowerPoint, Word, Outlook, etc.

Education and Experience

- Bachelors degree required
- Minimum 7 years of effective arts/nonprofit management experience
- Masters degree in related field preferable (arts, education or management)



Work Environment

The Class Acts Arts workplace is an accessible office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical/environmental demands:

1. Must be able to work a flexible schedule based on the needs of the organization, which can include evenings, nights and weekends, and occasional work beyond 40 hours/week
2. Occasional lifting and moving of equipment and supplies weighing as much as 40 lbs., in high and tight spaces.

Employment Offer Contingent on the Following

- Authorization to work in the U.S. (must present documentation on date of hire)
- Employment and educational background verification
- References

Benefits and Compensation

It is the policy of Class Acts Arts to provide and administer employment training, compensation, promotion, benefits, and employment practices without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, veteran or marital status.

Benefits and compensation may be negotiable based on knowledge, skills, abilities, experience, and meeting of job requirements.

Inquiries & Applications

Please send all inquiries to the Class Acts Arts Chairman of the Board, Stefan Bradham, at stefan.bradham@gmail.com. All applications must include a resume/CV, references, cover letter, and salary requirements.

Every resume submitted will be carefully reviewed by the Class Acts Arts Executive Director Search Committee. Because of the large volume of applications, we are only able to respond directly to candidates whose work experience and qualifications most closely match the requirements of the position.

Thank you for considering employment at Class Acts Arts.

Class Acts Arts is Committed to affirmative action and diversity in the workplace – EOE, Drug Free Workplace.