

**Sedona Arts Center (SAC), Sedona, Arizona
Executive Director Position Description**

Please review the description below carefully. Information on submitting your application follows at the end.

Organizational Description

The Sedona Arts Center is a 50 year-old non-profit 501(c)(3) arts organization with an operating budget of \$1.1 million. The organization's mission is to provide diverse artistic and cultural opportunities for individuals and the community through classes, workshops, exhibitions, special events, community outreach programs and our Members Gallery. The Sedona Arts Center welcomes students from around the world who want quality art instruction from renowned artists in drawing, painting, ceramics, sculpture and other creative disciplines. Today over 1130 students participate in and 80 faculty members are employed in the programs of the Center.

Job Duties

The Executive Director is the chief executive officer of the organization and works in partnership with the Board of Directors and the staff to provide leadership, vision and direction for the organization and to develop organizational strategy. The Executive Director implements policies approved by the Board, manages the organization's programs and operations, and represents the Arts Center in the community.

QUALIFICATIONS

- Minimum 5 years experience as an Executive Director of a non-profit organization.
- Proven leadership skills in fund development and events planning.
- Experience in budgeting and financial management required
- Proven skills in staff leadership and oversight
- Commitment to a strong, highly communicative working relationship with the Board.
- Capital campaign experience is highly desirable.

SPECIFIC RESPONSIBILITIES INCLUDE:

General Management and Implementation of Board Goals

- Communicates information and works skillfully with the Board, so that both staff and Board members can maximize their contributions to the Sedona Arts Center.
- Helps to develop a long range plan for the Sedona Arts Center, working with the Board of Directors, staff and members.

Fundraising and Development

- Identifies public and private sources of funding to increase memberships, contributions and grants, including the preparation of grant applications.
- Leads the fundraising efforts by supporting the Board's involvement in fundraising, personally cultivating and soliciting donors and supervising the implementation of fundraising plans.
- Maximizes professional and community networking opportunities to ensure successful fundraising and asset development.
- Assists the Development Committee with the Annual Fund Campaign, including personal solicitation of major donors.
- Organizes and implements events for the expansion of the endowment fund and the recognition of major donors.

Finance

- Prepares a balanced operating budget annually.
- Insures the adequacy and integrity of the financial operations of SAC.
- Provides regular, timely internal financial statements to the Board and brings significant deviations from the budget to the Board's attention with recommendations for action and discussion.
- Plans for adequate cash flow to cover operational needs.
- Is proficient or willing to quickly become proficient in the accounting system (currently Quick Books) in order to provide oversight of the Center's finances.

Facilities

- Monitors facility use, including community gallery, rentals, maintenance and the improvement of all facilities.
- In a leadership capacity, works with the Board, consultants, and Capital Campaign Committee to plan and implement a successful renovation of the Art Barn building.

Staff

- Reviews personnel policies and issues with the Board.
- Hires, supervises and evaluates the Sedona Arts Center staff.
- Ensures that staff receive the training necessary for their positions.
- Ensures that volunteers are recruited, trained and supervised.

Events

- Develops, plans and organizes, with the assistance of staff and volunteers, all of the Special Events of the Arts Center.
- Presents the budgets and results for all events to the Board and analyzes event effectiveness.

Gallery Program

- Works with the Gallery Manager to ensure that the jurying process for admitting artists to the members gallery is impartial and consistent with our mission of education in the arts.
- With the Gallery Manager develops training programs for staff in gallery management, art display and sales to promote sales for our member artists and to enhance the gallery experience for the community.

Education Program

- Works with the Director of the School to develop the curriculum.
- Approves course offerings.
- Ensures that classes are evaluated.

Community and Public Relations

- Responds to member and community concerns promptly.
- Identifies opportunities to increase community awareness and appreciation of the Sedona Arts Center through a variety of media and networks.
- Develops a broad knowledge of area arts institutions and develops collaborative relationships with other organizations.
- Ensures that all published materials, PSA's and news releases represent the Sedona Arts Center well.

Risk Management

- Oversees a sound risk management program for the Sedona Arts Center.
- Ensures that appropriate policies protect the Sedona Arts Center, the Board, staff, students and the public.
- Creates a "conflict of interest" policy for staff and Board members.

Salary and Benefits

- Full time position
- Salary commensurate with experience and qualifications
- Health Insurance benefits plus vacation

Our goal is to fill the position by January 2009

APPLICATION PROCESS

Qualified applicants should submit a cover letter, resume, and a list of three professional and two community references by November 20th to: SAC Search Committee, P.O. Box 569, Sedona, AZ 86339; or by Fax at 928-282-1516 or e-mail to Debbie@sedonaartscenter.com. Application materials will be reviewed through December 15th. Candidates will be contacted following this screening to schedule interviews. Please be aware that every item listed on a resume is subject to verification, and that any offer of employment is contingent on a successful background check.