

ASHEVILLE AREA ARTS COUNCIL **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Position: Executive Director

General Description:

The Asheville Area Arts Council (AAAC) is a 40-year-old organization that acts as the collective voice for the arts, advancing Buncombe County by delivering resources, developing innovative collaborations, and fostering creativity in the community. Located in the Refinery Creator Space in Downtown Asheville, The AAAC helps manage the building that is designed to provide space for artists to work, collaborate, and grow their creative businesses. It also boasts two exhibit spaces and a media lab that is free to use for members of the AAAC.

The Executive Director (ED) is the Chief Executive Officer of the Asheville Area Arts Council, reports to the Board of Directors (BOD) and is responsible for the organization's consistent achievement of its mission and financial objectives. The ED serves as the primary spokesperson for the organization, articulating the mission, vision and goals to the local and broader community.

The ED will manage a staff of direct reports including (but not limited to) Programs Manager, Grants Manager, Development Manager, Bookkeeper, and Communications Manager.

Essential:

- Based on the AAAC strategic plan, build a multi-year operational plan to achieve strategic initiatives
- Serve as board liaison in keeping the BOD informed of programmatic, financial and administrative organizational activity
- Prepare, present and implement an annual budget in conjunction with the Finance Committee of the BOD
- Establish, develop, and maintain relationships with AAAC partners and constituency
- Spearhead development operations and, along with development manager and board of directors, obtain sponsorships, increase memberships, develop individual and corporate giving targets and pursue grants
- Provide overall administration of AAAC including the recruitment, hiring and supervision of staff
- Oversee operation of the Refinery Creator Space
- Work collaboratively with staff, board and volunteers in producing programs and events
- Work collaboratively with staff on marketing and communications

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Expectations:

- Provide organizational leadership in all aspects of AAAC operations
- Maintain a working knowledge of significant developments and trends in local and state government as it relates to arts policy and legislation
- Prepare for and present reports at board and committee meetings
- Research, prepare for and submit grants
- Maintain current operations including current obligations for grant funding and reporting
- Maintain confidentiality of all matters when required
- Along with staff and board, continue to implement mission and vision as outlined in strategic plan
- Lead the Arts Alliance, maintaining the AAAC's leadership position as an advocate for support of local artists, arts events and arts organizations
- Other duties that arise or are assigned in pursuit of organizational goals

Qualifications/Requirements:

- Strong leadership skills and the ability to motivate and effectively build relationships
- Strong written and verbal communication skills, including an excellent command of the English language and demonstrated skill in organizing and presenting information in a logical format
- Demonstrated organizational, communication, management and interpersonal skills
- Proven ability to develop strategic partnerships with relevant organizations
- Proficiency with grant-writing, fundraising, and donor development
- Strong project management skills
- Energetic, forward-thinking and creative with high ethical standards
- Flexibility with the ability to keep multiple projects moving forward at the same time
- Experience with strategic planning and implementation
- Attention to detail in support of strategic vision
- Ability to articulate a vision of growth for the organization

Education/Training/Experience Requirements:

- Bachelor's degree in a related field from an accredited college or university or an equivalent combination of education and work experience (required)
- Five (5) years experience administering arts programs.

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Preferred Experience:

- Capital Campaign Management
- Proven skill in management of staff and human resources
- Masters degree in Arts Management, Public Administration, or Business Administration
- 10+ Years Experience in Non-Profit Sector
- Prior experience leading a cultural arts organization, arts program, or arts-related business with annual budget in excess of \$500K

Compensation:

- Salary \$50-60k, depending on experience
- Paid holidays and time off