**Executive Director of the South Arkansas Arts Center**

**Job Description**

**Title**: Executive Director

**Reports to**: The Board of Directors

**Overview:**

The mission of the South Arkansas Arts Center, in serving the people of the bi-state region, is to promote, bridge, facilitate, and support the ideas and forms of artistic appreciation, education, ability, confidence, and cooperation for all ages, cultural, social and racial groups.

The Executive Director acts as the Chief Executive Officer of the South Arkansas Arts Center, a 501(c)(3) organization, and is responsible for the overall management and direction of the SAAC in accordance with its vision and mission. The Executive Director provides oversight for all aspects of the SAAC, including programs and services, finance, resource development, fundraising, budgetary management, human resources, member services, communications and Board development. The Executive Director is responsible for working with the Board of Directors and Board Committees to establish vision, policies, strategic focus, priorities, and general scope of programs the SAAC will deliver. The Executive Director will also work with cultural organizations and individuals to develop, coordinate, and market the arts and cultural community. The South Arkansas Arts Center is an Equal Opportunity Employer.

**Specific Responsibilities**:

1. Administers the day-to-day operation of the SAAC by leading and delegating to staff responsibility for the successful management of daily affairs of the SAAC
2. Supports and works with the Board of Directors. Under the general oversight of the Board, the Executive Director will assure that the SAAC operates with a clear mission and a creative, long-range strategic plan. The Executive Director will keep the board fully informed on conditions, opportunities, issues, and challenges for the SAAC
3. Leads and strengthens fundraising endeavors utilizing local, regional, and national resources
4. Manages finances of the SAAC by developing an annual budget, monitoring expenditures and income, and maintaining capital assets
5. Serves as a spokesperson for the SAAC, including establishing a relationship with appropriate media to ensure exceptional marketing and public relations
6. Reviews policies as needed and suggest changes to the Board of Directors to achieve an efficient organization in compliance with appropriate not-for-profit standards and applicable laws
7. Cultivates and retains volunteers and develops volunteer opportunities
8. Creates new positions, eliminates positions, crafts job descriptions, and hires or terminates employees when necessary
9. Performs other related and necessary duties as assigned

**Minimum Requirements**

1. Bachelor’s degree
2. Two years of relevant experience in a not-for-profit environment
3. Proven experience of working with a not-for-profit board
4. Passion for and knowledge of artistic endeavor
5. Proven fundraising experience
6. Business acumen with financial responsibility
7. A strategic thinker with an innovative style, a willingness to try new strategies and a proficiency in prioritizing tasks.
8. Personable and inclusive management style that optimizes the staff and resources through leadership and delegation
9. Ability to work with community groups, individual artists, and other artistic endeavors in the service area
10. Excellent written and oral communication skills

**Salary**

$55,000 +, considering education and experience

**Interested candidates may send an application, including a letter of interest and resume, to** [**saac.apply@gmail.com**](mailto:saac.apply@gmail.com)