

EXECUTIVE DIRECTOR CULTURE WORKS

About Culture Works:

Culture Works is the funding, advocacy, and service organization that passionately inspires, supports, and sustains arts and culture in the Dayton Region. Founded in 1974, Culture Works serves the dual functions of a united arts fund and local arts agency. Core programs include an Annual Campaign for the Arts, providing oversight of grant panels to award funding to cultural organizations and individual artists, developing publications and activities designed to support economic development and raise awareness of the community's cultural assets, and serving as the facilitator for Culture Connects 20/20, a regional cultural plan completed in 2015 to guide decision-making surrounding arts and culture for the next decade.

Overview of Position:

The Executive Director of Culture Works is responsible for providing strategic leadership to the organization and oversight of the day-to-day management and operation of the organization. The Executive Director reports to the Culture Works Board of Trustees and is evaluated annually by the Board. The Executive Director's primary responsibilities include, but are not limited to, the following:

STRATEGIC and OPERATIONAL LEADERSHIP

Lead the development, implementation, and update of strategic plans for Culture Works; ensure operational excellence.

- Lead the Board of Trustees and staff in defining a clear strategic vision for Culture Works.
- Lead and manage activities to implement strategic plans, goals, and operational priorities; measure and report goal achievement; evaluate results and revise strategies as necessary.
- Ensure that the operations of Culture Works are consistent with its governing documents, are conducted in an ethical manner, and are true to its mission.
- Ensure that resources are well managed to effectively support current operations and strategic plans.
- Identify needs for organization or policy change and manage change processes effectively.
- Remain focused on the long-term effectiveness of Culture Works while ensuring operational excellence in daily activities.
- Identify new and innovative opportunities for Culture Works to support arts and culture in the Dayton Region.

REVENUE GENERATION

Responsible for ensuring consistent and sufficient revenues, both earned and contributed, to fund Culture Works' operations and long-term sustainability.

- Participate actively in implementing a philanthropic fundraising strategy and tactics to achieve goals of long-term sustainability for Culture Works.
- Provide strategic leadership for the Culture Works Campaign for the Arts and other fundraising initiatives.
- Establish clear fundraising strategies, annual goals, and revenue development plans.
- Engage personally with individual donors; cultivate strong relationships with foundations, government entities, major donors, and other funders.

ADVOCACY and STRATEGIC ALLIANCES

Represent Culture Works professionally, dynamically, and articulately in local, regional, and national communities, helping to build the long-term reputation of the organization and engaging in strategic public policy advocacy to advance Culture Works' mission.

- Serve as the primary representative to publicly define Culture Works—its role, responsibilities, and contributions to the Dayton Region at large and the cultural community in particular.
- Ensure that the mission, vision, core values, and programs of Culture Works are represented to members, government representatives, funders, other agencies, and the general public in an accurate and compelling manner.
- Identify and establish strategic partnerships to increase resources and engage in opportunities that advance Culture Works and its mission.
- Participate in key public policy issue development and advocate on behalf of the cultural sector with legislators and other elected officials.
- Lead external relationships including media relations, community relations, and marketing.
- Ensure public awareness of the importance of arts and culture by working with other community agencies to keep the arts a part of the community dialogue.
- Track and monitor local, regional, and national trends in the cultural sector that impact the arts ecosystem of the Dayton Region.

FINANCIAL MANAGEMENT, COMPLIANCE, and RISK MANAGEMENT

Ensure that Culture Works operations are in compliance with the bylaws, organizational policies, and federal, state and local regulations.

- Demonstrate good knowledge of financial management and ability to manage a budget.
- Maintain effective internal controls to ensure accurate financial reporting and monitoring.
- Manage organizational risks effectively, minimizing legal and financial liabilities.
- Ensure that Culture Works complies with all regulatory requirements.

STAFF LEADERSHIP and DEVELOPMENT

Lead an effective management team and foster a work environment that encourages and rewards commitment, productive engagement, and growth.

- Hire, develop, and retain high-quality staff members.
- Foster high levels of communication and transparency.
- Establish programs and an atmosphere that helps each staff person reach his/her highest potential and strengthens the overall effectiveness of the team.
- Maintain the highest ethical standards and integrity for self and all staff members.

BOARD RELATIONS

In partnership with the Board Chair, support strategies to ensure that Culture Works attracts, motivates, and retains members of its Board of Trustees who effectively fulfill their governance responsibilities and are committed to achieving the mission.

- Understand and support the role of the Board; support ongoing development of the Board to improve the effectiveness of members continuously.
- Use the time and talents of Board members effectively to advance the mission of the organization.
- Provide strong staff support and regular operational and financial data to the Board.
- Ensure regular and clear communication with the Board on a consistent basis.
- Actively support the ongoing work of Board committees.

Qualifications:

- A minimum of 5 years of work experience relevant to the position, including employment by an arts organization or other nonprofit corporation, and including experience in fund development, management, personnel supervision, marketing, etc.
- Bachelor's degree from an accredited 4-year college/university
- Demonstrated track record in soliciting and securing fundraising
- Excellent written and verbal communication skills; a persuasive and passionate communicator
- Strong financial management ability, including budget development and fiscal management
- Experience and expertise in marketing, public relations, and event planning
- Ability to be entrepreneurial and adaptable; action-oriented and self-directed; energetic and creative, with a positive attitude and strong passion for the arts
- Willingness to work evenings/weekends to attend organization performances, fundraising, and other events

Salary:

Commensurate with experience

How to Apply:

APPLICATION DEADLINE EXTENDED TO JANUARY 16, 2017. Qualified candidates should submit the following items to the Culture Works Search Committee no later than Monday, January 16, 2017, by 11:59 EST.

Cover Letter

- Current Resume
- Three letters of reference that include name, address, phone number, and email of reference
- Up to five samples of previous work, e.g. news articles, publications, awards, etc.

Send applicant packet to info@cultureworks.org or mail to: 110 North Main Street, Suite 165, Dayton, OH 45402. Phone calls will not be accepted.

Limitations and Disclaimer

Culture Works is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties as requested by the organization in compliance with Federal and State Laws.