

EXECUTIVE DIRECTOR

GREENVILLE ARTS COUNCIL

E.E. BASS EDUCATION AND DEVELOPMENT FOUNDATION, INC.

Greenville, Mississippi

Full-Time

The Greenville Arts Council seeks a vibrant, dynamic and passionate full-time executive director to lead the organization through continued community outreach, arts education, program development, membership retention, gallery exhibitions and more.

ORGANIZATION

The Greenville Arts Council is a nonprofit 501(c)(3) charitable organization that works in public/private partnership with the City of Greenville and the Washington County Convention & Visitors Bureau. Our agency also receives public funding from the Mississippi Arts Commission. Additionally, our programs and services are supported by private foundations, corporate donors, our volunteer board of directors, and individuals committed to cultural development in the city. We are located inside the historic E.E. Bass Cultural Arts Center at 323 South Main Street in Greenville, Mississippi. We support partnerships with most local cultural organizations such as Delta Center Stage, Delta Children's Museum, Greenville Public School and Western Line Public School Districts, and Delta Artists Association.

MISSION

The mission of the Greenville Arts Council is to promote the rich cultural heritage of the region and stimulate and encourage cultural activities, arts appreciation, arts education, and the creative works of artists.

The purpose of the E.E. Bass Education and Development Foundation, Inc. and E.E. Bass Cultural Arts Center is to provide a building and other accommodations for the promotion of the arts through education and programming.

POSITION

Reporting to the Board of Directors, the Executive Director's (ED) primary responsibilities are to develop and manage community arts programs, staff and volunteers, secure grants, and other funding, prepare and monitor budgets, be an advocate for art and culture through participation with various government and community agencies, and encourage cultural assets in the community.

The ED shall direct the administrative affairs and programs of the Council, may enter into contracts, and do other things necessary and proper to carry out the activities of the Council under policies established by the Board of Directors. The ED is the chief officer of the Greenville Arts Council and of the E.E. Bass Foundation, reporting to the Board of Directors through the Executive Committee. The job responsibilities are based on implementing the missions of both

GAC and the Bass Foundation. The staff and volunteers of GAC and the Bass Foundation report directly to the Executive Director.

RESPONSIBILITIES

- Develop and implement effective operating systems to track progress, and regularly evaluate programs to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Develop and promote all aspects of communications—from web and social media presence to external relations, with the goal of building awareness of the Arts Council and cultural events.
- Serve as the primary spokesperson for the Arts Council's programs, activities and events in the community.
- Articulate and communicate the value of the arts in improving the quality of life, and promote community support of the arts and the Arts Council
- Actively seek out new opportunities for bringing the arts to underserved populations, including schools, individuals with limited income, youth, disabled and minority populations.
- Communicate with appropriate government and arts education personnel.
- Participate in key arts-related associations and organizations.
- Serve on committees and advisory groups and speak in public meetings and at community events.
- Supervise website and social media presence and email marketing.
- Serve as the Arts Council's chief representative to the funding community, with the media, to the local community, and with state and national arts and culture organizations.
- Develop and maintain positive relationships with local government and school officials, business leaders, civic groups, and arts patrons.
- Develop and drive an aggressive fundraising strategy – search for opportunities – seek corporate sponsorships and write grant proposals.
- Provide active, engaged, and effective leadership to staff, interns, instructors, artists, and community cultural organizations.
- Meet monthly with the Board of Directors – preparing agendas and meeting documents.
- Work with the Board and staff to develop and maintain an annual budget.
- Oversee the management of all funds consistent with the organization's accounting system – ensuring financial statements are prepared as needed.
- Proficient in Quickbooks for Nonprofits and other related business software.
- Manage core programs and operations.
- Identify and implement approved programs that serve the community.
- Develop and maintain effective relationships within the community to ensure that the arts and cultural activities are represented and positively received.
- Supervise and manage physical building and surrounding property, including maintenance and upkeep of building, rental of facilities, collection of rental proceeds, etc.

- Work with Bass Foundation in developing and implementing plan for renovation of physical building and surrounding property.

QUALIFICATIONS

- A Bachelor's degree from an accredited four-year college or university with an emphasis in the area of not-for-profit management, museum administration, management, program management, marketing, accounting, fund development, or other related fields.
- Excellent written and verbal communication skills; a persuasive and passionate communicator.
- Ability to work collaboratively with all sectors of the community, the Board of Directors, and staff.
- Strong financial management ability, including budget development and fiscal management.
- Experience and expertise in marketing and public relations, including website maintenance and social media.
- Experience in event planning and execution
- Ability to be entrepreneurial and adaptable.
- Action-oriented and self-directed
- Energetic and creative with a positive attitude and strong passion for arts and culture

BENEFITS

- Salary based upon experience
- Paid time off

START DATE: Immediate

HOW TO APPLY: Interested candidates should submit cover letter, current resume, and reference list to the Board of Directors via mail at 323 South Main Street, Greenville, MS 38701 or fax to 662-332-9290, or visit www.greenville-arts-council.com/apply-here

The Greenville Arts Council is an Equal Opportunity Employer.

662-332-2246

www.greenville-arts-council.com