

## Executive Director Job Description:

The Executive Director leads a dynamic team of artists and administrators to accomplish the organization's mission, using the magic of the arts to engage the capabilities and enhance the confidence of children and adults with disabilities. The ED works closely with the Board to develop and refine the organization's mission and goals, and works with the staff to implement and advance the organization's mission. The ED has overall operational responsibility for the organization's staff, programs, public relations, financial management, and fundraising.

On a day-to-day basis, the Executive Director can serve many roles including fundraiser, public speaker, planner, facilitator, administrator, advocate, and partnership-builder, among other things.

Creativity, passion, attention to relationships, and flexibility are characteristics that bind the organization and are important attributes for the ED. It is the responsibility of the ED to sustain a culture in which the values and practices of respect and inclusion, which are so critical to the organization's work with our constituents, are also reflected in the organization's internal management, making the organization a microcosm for changes we want to see elsewhere. This includes facilitating a shared and supportive leadership culture which instills a sense of respect, trust, and responsibility, clear lines of feedback to and from supervisors, and a strong personal connection between program staff and the organization's Board of Directors.

**Qualifications:** This position requires a strong understanding of accessibility within the arts, proven success in fundraising and financial management, as well as excellent organizational management and interpersonal skills.

- **Education:** Bachelor's degree or higher
- **Experience:** A minimum of 3 years' experience in a senior management position of a nonprofit organization.
- **Qualities:** A strategic thinker with a passion for and knowledge of accessibility practices in arts, demonstrated experience securing and managing funding from a variety of sources, excellent communication skills, understanding of program planning and management tools with a solid record of seeing projects through to successful completion, a strength-based approach to supervision of staff, experience and skill in nonprofit finance, facility in working with many constituents including board, staff, program partners, program participants, the press and others, and openness to the experiences of diverse populations. Flexibility in working hours to accommodate evening and weekend programs and events, and a willingness to travel throughout Vermont and to national and regional meetings are also required.

## Responsibilities:

- **Organizational Management:**
  - Provide strategic and operational leadership, with results-oriented planning.
  - Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
  - Maintain a working knowledge of significant developments and trends in the field.
  - Maintain a climate which attracts, keeps and motivates a diverse staff of skilled employees, making use of sound human resource practices.
  - Support the cooperative work of an effective management team, with appropriate provision for training and succession, and assist program staff in relating their specialized work to the total program of the organization.
  - Ensure effective systems to track progress towards organizational goals and mission, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.
  
- **Reports to Board:**
  - Ensure that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
  - Assist the Board in the development and refinement of the organization's mission and strategic goals and plans.
  - Implement strategic and financial plans and policies adopted by the Board of Directors.
  - Support the Board in understanding and carrying out its fiduciary and oversight responsibilities.
  - Assist in the recruitment and engagement of VSA Vermont's Board of Directors.
  - Provide continued opportunities for learning, leadership development, and involvement of Board Members within the VSA programs.
  
- **Fundraising:**
  - Assure that the organization has long-range strategies for enhancing the organization's programmatic and financial goals.
  - Work with staff and the Board Finance Committee, preparing a budget and ensuring that the organization operates within budget guidelines.
  - Ensure that adequate funds are available to permit the organization to carry out its work.
  - Take active responsibility for securing long-term financial resources, developing and maintaining strategic funding relationships and leading fundraising initiatives.

- **Public Relations:**
  - Represent the goals, programs, results and point of view of the organization to agencies, organizations and the general public.
  - Maintain relationships with a dynamic network of organizations working in arts, education and disability across the state, and through affiliation networks, across the country and around the world.
  
- **Financial Management:**
  - Develop annual budget and conduct financial recordkeeping and reporting to ensure that the organization operates within budget guidelines.
  - Manage financial resources needed for the operation of VSA VT's programs and initiatives.
  - Be responsible for maintaining and developing sound financial and accounting practices, consistent with accepted best practices.
  - Maintain official records and documents, and ensure compliance with federal, state, and local regulations