

Position Description - Orcas Center Executive Director

JOB SUMMARY: Chief operating executive, responsible for financial management, donor development and fund raising, administrative staffing, public relations, implementation of strategic plans and acts as spokesperson for the Center. Functions as the primary liaison to the Board of Trustees and Board subcommittees. Supervises the Artistic Director in planning, scheduling, programming, and budgeting performing arts and community theatre productions and performances. Responsible for administrative staff and facility management and operations.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Arts Management or related field; three years not-for-profit administrative experience managing a \$500,000+ operating budget and supervising staff; theatre and/or facilities management experience preferred

POSITION REPORTS TO: Executive Committee, Board of Trustees

FULL-TIME, EXEMPT POSITION

JOB DUTIES & RESPONSIBILITIES:

Financial Management

1. Creates annual budget for Board approval
2. Manages all financial expenditures and oversees bookkeeping function
3. Reviews monthly profit and loss statement provided by bookkeeper
4. Provides Board with monthly update of 12-month budget-to-actual cash flow projections
5. Revises operating plans in accordance with income/expense expectations
6. Oversees insurance policies and medical coverage – assures adequate D & O liability coverage
7. Contracts for and serves as contact for audits, tax filings and all necessary non-profit documentation
8. Works with the Treasurer to present monthly budget reports to the Board
9. Negotiates and contracts with independent contractors for needed services

Donor Development/Fund Raising

1. Develops and implements programs for donor development, engagement, recognition and appreciation
2. Develops and implements programs to encourage major giving, legacy giving, and endowment planning,
3. Develops and implements programs to increase paid membership
4. Assures completion/ submission of federal, state, corporate, county and foundation grant requests and reports
5. Works with the Board to develop and coordinate fundraising activities and cultivates business members/sponsors
6. Maintains files on all fund requests, current and planned

Staff Supervision

1. Develops staffing structure; develops job descriptions, hires, contracts, and supervises all staff
2. Establishes goals and directs each member of the staff; sets staff development activities
3. Conducts written evaluations at least yearly for all paid Orcas Center staff
4. Conducts staff meetings on a regular basis
5. Selects and supervises a volunteer coordinator who organizes all community volunteer activities and training

Facility Oversight

1. Oversees the maintenance and operation of the entire facility
2. Supervises and directs the activities of the Facilities Manager
3. Works with the Facilities Manager to develop and approve the yearly activities and budget in relation to the recommendations of the Reserve Study for capital improvements
4. Oversees all capital construction/renovation/improvements

Public Relations

1. Spokesperson for Orcas Center to the Orcas community and media outlets.
2. Makes final internal operating policy decisions
3. Proposes changes to external policy matters or those that have community impact for Board approval
4. Works with the Board to develop and maintain short and long-term goals for Center and its membership

