

## **Orcas Center Executive Director Position Announcement**

**Executive Director** Orcas Center - Orcas Island, WA See <http://orcasceneter.org/jobs/>.

### **Executive Director**

Orcas Center is seeking a dynamic Executive Director who will lead the Center into the next chapter of growth and impact. Orcas Center is the premier performing and visual arts venue located on Orcas Island in the beautiful San Juan Islands archipelago off the coast of northern Washington State. It has been an integral part of the arts community of the islands for more than 30 years. Orcas Center is an arts organization dedicated to theater, music, dance and the visual arts through performances, classes, outreach programs, gallery exhibitions and events. It is a community-based organization whose goal is to ensure access to the arts for all ages and cultural interests. The Executive Director of Orcas Center will be a person who has, in addition to a background in the arts, strong leadership, vision, administrative and management skills and, on a par with all else, the qualities of accessibility, openness, and community involvement to represent the Center. The Orcas Center is a 501(c)3 not-for-profit organization.

### **Summary of Duties**

The Executive Director is responsible for the administration of all activities including financial management, donor development and fundraising, staff and volunteer supervision for a diverse range of performance styles and audiences, facility management and public relations. The Executive Director reports to the Board of Trustees, and is responsible for the organization's achievement of its mission, programs and financial objectives, as well as its adherence to its core principles. Salary is competitive and includes benefits.

### **Qualifications:**

All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other desirable qualifications include:

- Experience leading a not-for-profit organization and staff.
- Successful track record in development and fundraising and leading individual and major gift campaigns, with the demonstrated capability to engage a wide range of community member/donors.
- History of having developed strategies to take an organization to the next stage of growth.
- Commitment to quality programs and data-driven program evaluations.
- Excellence in organizational management with the ability to coach staff, manage volunteer teams, set and achieve strategic objectives, and manage and operate within a budget.
- Past success working with a Board of Trustees with the ability to build and cultivate positive relationships with board members.
- Strong written and verbal communication skills; with excellent interpersonal skills.
- Action-oriented, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups and community entities.
- Idealism, integrity, positive attitude, mission-driven, and self-directed.

### **Experience and Education Requirements:**

- Bachelor's degree from an accredited four-year college or university with an emphasis in the area of not-for-profit management, the arts, design or other related field or equivalent. A Master's Degree in Not-for-Profit Management preferred, but not required.
- Successful work experience in NFP management and fundraising, arts education and community engagement.
- Ability to work successfully with colleagues, volunteers, faculty, Board of Trustees and community entities at all levels.

## **Application Process:**

**General.** All interested persons are encouraged to apply by submitting a resume with confidential cover letter indicating areas of particular focus that match the above requirements, availability and salary requirements. The News Release, Full Position Description and this Announcement may be found on the Orcas Center Website at <http://orcascencenter.org/jobs/>. Each application should include two letters of reference or reference contact information. References should be prepared to provide input relevant to the applicant's qualifications and experience listed above. Only those applications which include the required documentation will be considered for reference to the selection committee. All applications will be treated as confidential communications by the Board, staff and committees. All applicants selected for interview agree to provide sufficient information to allow appropriate background checks and vetting.

**Application Deadline.** To be considered, a completed application must be received at the Orcas Center, Attn: Tom Fiscus, President, Board of Trustees, P.O. Box 567, 917 Mount Baker Road, Eastsound, WA 98245. Electronic versions of the application are welcome.

An application may be submitted to [tfiscus@orcascencenter.org](mailto:tfiscus@orcascencenter.org) and must include the words "Application for Orcas Center ED" in the Subject line. If an application is submitted online, it is advisable to submit a written application as well. All applications will be acknowledged. The position will remain open until filled.

**Anticipated Timing.** All completed applications will be considered by the interim executive director and the board of trustees. Candidates not selected for further consideration will be notified as soon as practicable. Those selected for interview will be scheduled as soon as possible. Interviews may be conducted in person or via Skype or other teleconference depending on the availability of the candidate. The Board's intention is to keep the position open until filled. Contract negotiations will determine the commencement date of the selectee's duties, but will commence as soon as possible thereafter.