



POSITION DESCRIPTION

JOB TITLE: Executive Director

FLSA: Exempt

Summary:

Responsible for implementing the organization's strategic plans and policies, and for the consistent achievement of its mission, strategy, annual goals and financial objectives. This is a full time position.

Reports to:

The Executive Director reports to the Chair of the Board of Directors.

Major Functions / Accountabilities

Leadership

- ♦ Assures that the organization has a long-range strategy, which achieves its mission, and toward which it makes consistent and timely progress.
- ♦ Provides direction and leadership in developing financial, organizational and program plans with the Board of Directors and staff.
- ♦ Carries out plans, policies and specific goals authorized by the Board of Directors, and ensures that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- ♦ Acts as a liaison between the Board and staff, and participates in all Board committee activities.
- ♦ Oversees all efforts designed to raise LARAC's visibility within the arts community as well as the community at large – on both a local and state level. Such efforts include public relations, advertising and marketing promotions, the design and delivery of quality programs, products and services.
- ♦ Establishes sound working relationships and cooperative arrangements with community and government groups and organizations.
- ♦ Represents LARAC's programs and point of view to agencies, organizations, the public press and the general public.
- ♦ Attends state and regional arts-related meetings and conferences, and reports relevant information to the Board of Directors.
- ♦ Effectively manages the organization's human resources pursuant to authorized personnel policies and procedures that fully conform to current laws and regulations.

Financial / Fund-Raising

- ♦ Responsible for developing and maintaining sound financial practices.
- ♦ Responsible, with Board participation, for increasing the organization's income and funding.



- ♦ Works with the staff, Finance Committee, and the Board in preparing an annual budget for Board approval; prudently manages the organization's resources and sees that the organization operates within budget guidelines.
- ♦ Oversees fundraising and development activities, including but not limited to:
 - ♦ Identifying potential major donors and sponsors in keeping with LARAC's strategic/vision plan for seeking funding;
 - ♦ Researching possible funding sources;
 - ♦ Establishing strategies to approach funders;
 - ♦ Oversight of grant proposals, corporate/business support, membership, individual gifts, NYSCA and other government support programs.

Community & Public Relations

- Actively works to enhance LARAC's identity as a cultural and arts center.
- Assures that the organization and its mission, programs, products and services are consistently presented in a strong, positive manner to relevant stakeholders.
- Responsible for oversight of all public relations, advertising and marketing endeavors.
- Responsible for delegation and oversight in developing a volunteer corps to further enable LARAC to reach and serve a greater audience and enhance its visibility.

Legal

- ♦ Acts as agency liaison on all legal issues.
- ♦ Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- ♦ Jointly, with the president and secretary of the Board of Directors, conducts official correspondence of the organization, and jointly, with designated officers, executes legal documents.

Human Resources

- ♦ Responsible for all aspects of Human Resources and adherence of staff to all company policies and procedures, as outlined in LARAC's Employee Handbook.
- ♦ Supervises all positions employed by LARAC and all volunteer staff.
- ♦ Responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers.
- ♦ Responsible for carrying out scheduled Employee Performance Reviews.
- ♦ Responsible for conducting regularly scheduled staff meetings.
- ♦ Provides staff with specific, measurable and time-sensitive goals.
- ♦ Promote active and broad participation by volunteers in all areas of the organization's work.



Facilities Management / Other

- ♦ Oversee facilities management to include building repair and maintenance, use of building, property and parking lot.
- ♦ Responsible for all LARAC initiatives including festivals, gallery, shop, decentralization grants and workshops.

Education & Experience Qualifications

- ♦ Bachelors Degree required.
- ♦ Minimum of 3 years of management experience.
- ♦ Minimum of 3 years successful experience with not-for-profit organizations, and a working knowledge and experience in Community Arts is desirable.
- ♦ Successful grant writing experience.
- ♦ Knowledge of budget and accounting procedures and practices, standard office procedures and practices, and office systems.
- ♦ PC skills, including all Microsoft windows products.
- ♦ Must evidence excellent written and oral communications skills.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: \$50,000+ (*negotiable*)