

## **Northwest Connecticut Arts Council Job Description**

**Position Title:** Executive Director

**Reports to:** Board of Directors

**Reporting to this position:** All staff and volunteers

### **Job Summary**

The Executive Director serves as chief executive of the Northwest Connecticut Arts Council and, in partnership with the Board, is responsible for the success of Northwest Connecticut Arts Council. Together, the Board and Executive Director assure Northwest Connecticut Arts Council's relevance to the community, the accomplishment of Northwest Connecticut Arts Council's mission and vision, and the accountability of Northwest Connecticut Arts Council to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director directs and enables the Board in its performance of its governance functions.

### **The Executive Director is accountable to the Board in the following areas:**

#### **1. Legal Compliance**

Ensures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations, and makes such documentation accessible upon request.

#### **2. Mission, Policy and Planning**

- a) Helps the Board determine Northwest Connecticut Arts Council's values, mission, vision, and short- and long-term goals through regular review of the Long-Range Plan.
- b) Helps the Board monitor and evaluate Northwest Connecticut Arts Council's relevancy to the community, its effectiveness, and its results.
- c) Keeps the Board fully informed on the condition of Northwest Connecticut Arts Council and on all the important factors influencing it.
  - Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
  - Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- d) Keeps informed of developments in human services, not-for-profit management and governance, philanthropy and fund development.
- e) Recommends and implements appropriate policies to guide the organization's work in all areas

#### **3. Management and Administration**

- a) Plans and directs events, programs, solicitations and other activities in collaboration with the Board so that the budget goals for the Northwest Connecticut Arts Council are met.
- b) Provides general oversight of all Northwest Connecticut Arts Council activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- c) Ensures program quality and organizational stability by developing standards and controls, implementing them and evaluating both the processes and the results on a regular basis.
- d) Recruits, retains and supports quality staff and volunteers. Maintains a process for selecting, developing, motivating, and evaluating staff and volunteers.
- e) Negotiates and signs professional contracts for services.

#### **4. Governance**

- a) Helps the Board articulate its own role and accountabilities and those of its committees and individual members, and helps evaluate performance regularly.
- b) Works with the Board Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- c) With the Board Chair, focuses Board attention on long-range strategic issues.
- d) Manages the Board's due diligence process to assure timely attention to core issues.
- e) Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- f) Recommends volunteers to participate with the Board and its committees.

#### **5. Finance**

- a) Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- b) Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining a continually improving level of quality.
- c) Works with Board to ensure financing to support short- and long-term goals.

#### **6. Philanthropy and Fund Development**

- a) Fosters a culture of philanthropy throughout the organization, and assures a donor-centered organization that nurtures loyalty through a comprehensive relationship building program.
- b) Ensures an effective fund development program by serving as the chief development officer or hiring and supervising an individual responsible for this activity.
- c) Ensures that a comprehensive gift management system, analysis, and reporting are in place to support quality decision making.
- d) Ensures the availability of materials to support solicitation.
- e) Helps guide and enable the Board, its Fund Development Committee and its individual Board members to participate actively in the fund development process.
- f) Helps the Board and its development committee design, implement and monitor a viable fundraising plan, policies and procedures.
- g) Participates actively in identifying, cultivating and soliciting donor prospects.

#### **7. Relationship Building**

- a) Initiates the key relationships necessary to support an effective organization and ensures proper planning and communications to develop and maintain these.
- b) Facilitates the integration of Northwest Connecticut Arts Council into the fabric of the community by using effective marketing and communications activities.
- c) Acts as an advocate, within the public and private sectors, for issues relevant to Northwest Connecticut Arts Council, its services and constituencies.
- d) Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of Northwest Connecticut Arts Council's response to community needs.
- e) Serves as chief spokesperson for Northwest Connecticut Arts Council, assuring proper representation of Northwest Connecticut Arts Council to the community.
- f) Works with legislators, regulatory agencies, volunteers and representatives of the not-for-profit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of Northwest Connecticut Arts Council's constituencies.