

GEORGE A. SPIVA CENTER FOR THE ARTS JOB DESCRIPTION

TITLE: Executive Director
REPORTS TO: Board of Directors
CLASSIFICATION: Exempt

The Executive Director is the key management leader of Spiva Center for the Arts (SPIVA). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include sales, marketing, community outreach and fundraising. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading SPIVA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of SPIVA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support SPIVA's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that SPIVA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of SPIVA's image by being active and visible in the community and by working closely with other professional, civic and private organizations in both the arts community and at large.

4) Organization Operations. Oversees and implements resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of SPIVA's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS:

Required

- Five or more years of senior management experience
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis and decision-making

- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of SPIVA's strategic future to staff, board, and donors
- Skills to collaborate with and motivate board members and other volunteers
- Demonstrated ability to oversee and collaborate with staff
- Strong written and oral communication skills
- Strong public speaking and presentational skills

Preferred

- Proven success in non-profit management
- A bachelor's degree in a business or arts related field
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Degree in Arts Administration or other art related field

ACTUAL JOB RESPONSIBILITIES:

- Oversee day-to-day operations of SPIVA, ensuring compliance with all federal, state and local laws.
- Review and approve all contracts
- Supervise and collaborate with organization staff.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit and ensure compliance will all relevant legal statutes and regulations.
- Monitor employee benefits for competitiveness and legal compliance
- Oversee safety compliance, training and Workers Compensation requirements
- Plan and operate to the board approved annual budget.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of SPIVA.
- Oversee the organization of Board and committee meetings.
- Strategic planning and implementation.
- Oversee marketing and other communications efforts.
- Serve as SPIVA's primary public representative, marketing the organization's skills and services
- Serve as SPIVA's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various individuals, agencies and organizations at the city, county and state level, and utilize those relationships to strategically enhance SPIVA's Mission. Specifically:
 - Missouri Arts Council
 - Harry M. Cornell Arts & Entertainment Center
 - Connect2Culture
 - Other arts related groups and non-profits in SW Missouri
 - Donors
- Oversee facilities maintenance and upkeep
- Other duties as assigned by the Board of Directors.