Job Description: Executive Director

Summary

The Flower City Arts Center is a community visual arts center in Rochester, NY offering Printing and Bookarts, Photography, and Ceramics classes, gallery space, access to equipment and space for hourly or monthly rental, supplies and a small shop for artist sales. We are located in an old firehouse in a vibrant city neighborhood. We are an inclusive, welcoming place for anyone who wants to express themselves through visual arts, regardless of background, income and age. We focus on creating opportunities for the underserved including groups such as, but not limited to, youth and BIPOC, among others. Additionally, we strive to provide professional-level visual arts classes, workshops, galleries, and services to those in the Greater Rochester, NY community and beyond at a national high level of visual artistry. Grants and fundraising are crucial to our annual budget.

The Executive Director is the primary staff officer and spokesperson of the Flower City Arts Center. The Executive Director is responsible for overseeing the administration, programs and tactical efforts of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President of the Board of Directors.

Overview of Knowledge/Skills Required

- Visual arts sector knowledge including education (K-12 and post-secondary).
- Knowledge of funding in the arts sector at the local, state and national levels.
- Broad business knowledge required including HR, Fundraising, Financial, Legal/Regulatory.
- Excellent written and oral communication skills, including public speaking

General Responsibilities

1. **Board Governance:** Works in collaboration with the Board to fulfill the organization’s mission, as defined by the Board. Communicates effectively with the Board to provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Reports progress against defined goals.

2. **Fundraising:** Acts as the chief fundraiser, through pursuit of appropriate grant opportunities; development and maintenance of corporate partner relationships; and implementation of other fundraising vehicles for the Corporation planning, as defined by a fundraising plan developed annually to support Center priorities. Supported by development analyst.

3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic and community outreach. Responsible for implementation of the Center’s programs that carry out the organization’s mission. Works with the Board to deliver the strategic plan and ensure that we can successfully fulfill our Mission into the future. Dynamically work for the enhancement of our Center’s image through active, visible presence in the community, working closely with other professional, civic and private organizations. Fully maintain the Center’s records and information; understand and adhere to laws and regulations as they apply to the Center’s mission and operations; maintain the Corporation’s property, facilities and equipment; and perform any other duties as the Board determines.

4. **Staff Culture and Performance:** Maintains all job descriptions of responsibilities; motivate, supervise and direct employees in the performance of their duties; drive teamwork; maintain personnel policies; conduct employee evaluations; and make salary, hiring and termination decisions in consultation with the Board; design and plan an organizational structure to optimize performance.
5. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization. Responsible for developing all revenues necessary to support the mission in a positive financial position. Responsible for the fiscal integrity of the Center, including submission to the Board of the proposed annual budget and monthly financial statements, as well as records of receipts and disbursements, sign contracts within the normal course of business and any other tasks which accurately reflect the financial condition of the organization.

6. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are efficient, lean and effective. Responsible for the hiring and retention of competent, qualified staff. Manages key operational processes to ensure that the Center is run using lean principles to ensure efficiency and effectiveness. Sources and empowers the staff to success and maintains a motivating culture that is visible to all who interact with the Center.

7. **Asset Management:** Maintains the Center’s property, facilities and equipment and prepare capital plans for the Board and Board Building Committee to keep equipment current and structure safe viable for community use.

**Minimum Qualifications**

- Bachelor’s Degree minimum; Advanced Degree in the arts or business preferred.
- Ten or more years senior nonprofit management experience, with demonstrated ability to work constructively with Board of Directors; visual arts experience a plus
- Strong leadership and communication skills with clear, energizing public speaking presence
- Demonstrated ability to lead and collaborate with staff through a set of engaging organizational skills which includes planning, delegating, program development and task facilitation
- Proven ability to advance the organization through problem solving, conflict management, differing perspectives and positive motivation
- Experience growing organizational awareness in the broader community combined with creative marketing concepts to promote programs, initiatives and events
- Ability to effectively communicate the mission in a manner that engages stakeholders, members, donors, volunteers and the community.
- Active, demonstrated fundraising experience with clear understanding of fundraising sources and maintenance of strong donor relations. Proven person-to-person relationships with individuals, grantors and corporations leading to significant success in community campaigns and all other annual efforts and sponsorships
- Strong financial management skills, including budget preparation, analysis, decision making and reporting. Success in generating new revenue streams and the achievement of strong financial results; supported by financial analyst
- Strong work ethic with a positive, inspiring level of energy.

**Reports To**

President of the Board

**Hours**

Full time position. Hours vary and some evenings/weekends required.

**Salary**

Minimum $60,000

**Benefits**

Health care, sick time, vacation time and holidays

Please email resumes of interested and qualified candidates to fcac.search.committee@gmail.com