



www.artscentertaskforce.com 1177 Jadwin Ave. Ste. 103 PO Box 2131 Richland WA 99352 509-619-8546 artscentertaskforce@gmail.com

Organization: Arts Center Task Force
Position: Executive Director- full time
Location: 1177 Jadwin Ave St. 103, Richland WA 99352
Position opens: October 1, 2019
Position closes: Until filled

Overview of the Position

The Executive Director reports to the ACTF Board of Directors and is responsible for supporting the operations, fundraising, and strategic planning necessary to carry out the organization's mission: to build a performing and visual arts center that advances the cultural and economic vitality of our region. The Executive Director will:

1. Be the primary spokesperson for the organization to volunteers, community members, and key stakeholders.
2. Manage the day-to-day activities as well as prepare the organization for a capital fundraising campaign.
3. Work closely with a group of dedicated volunteers to carry out the organization's mission.
4. Be able to maintain a flexible work schedule.

Required Qualifications

1. Excellent presentation (speaking and writing) skills in both small and large group settings.
2. Excellent organization skills are essential including, but not limited to, cloud organization and database management
3. Thrive in highly collaborative environments as well as have the ability to work independently
4. Demonstrated ability to adapt to new situations and have a flexible approach to ongoing efforts.
5. Ability to cultivate and steward new relationships
6. Bachelor's degree or equivalent experience
7. Successful experience in non-profit management
8. Demonstrated fiscal responsibility in managing budget income and expenditures
9. Ability to keep sensitive information in strict confidence.



www.artscentertaskforce.com 1177 Jadwin Ave. Ste. 103 PO Box 2131 Richland WA 99352 509-619-8546 artscentertaskforce@gmail.com

Application Procedure

Please submit a resume and letter of interest that describe how you would meet the job qualifications for this position. Submit resume and letter of interest to artscentertaskforce@gmail.com.

Contract Information

Salary and benefits include sick, vacation, and holiday pay; healthcare coverage; and annual goal-based bonus payments.

Job Description:

Leadership Duties

1. Provide a high profile within the community as the formal representative of the Arts Center Task Force. Maintain effective relationships with all constituents, the media, and the general public.
2. Establish and maintain relationships with various organizations throughout the region and state and use those relationships to strategically enhance the Task Force's Mission.
3. Work with the Board of Directors to create and implement the strategic plan.
4. Work closely with Committee Chairs to expand ACTF's effectiveness in communications and fundraising.
5. Refine the vision and descriptions for each ad-hoc committee and assist committee chairs in implementing activities for which they are responsible.

Management Duties

1. Help plan and manage the annual budget.
2. Work with the Board to establish employment and administrative policies as well as procedures for all functions and day-to-day operation of the organization.
3. Report to and work closely with the Board of Directors to seek involvement in policy decisions, and to increase the overall visibility of the organization building a performing arts center in the community
4. Chair the Operations Committee.
5. Assist in planning and scheduling Board and committee meetings.
6. Create and update the organization's calendar.



www.artscentertaskforce.com 1177 Jadwin Ave. Ste. 103 PO Box 2131 Richland WA 99352 509-619-8546 artscentertaskforce@gmail.com

7. Work with the Communications Chair and Committee to assist with marketing and other communications efforts.
8. Work with the Fundraising Chair to manage donor relations through the invoicing of donations, acknowledgments, and other donor relations as assigned by the Board of Directors.
9. Work with the Finance and Operations chairs to assist with policies, monthly record keeping, and other operations efforts.
10. Hire, supervise, and collaborate with organization staff as well as being responsible for terminating staff if the need arises.
11. Maintain company's files including personnel, contracts, grants, community relations, due diligence, and donor information.
12. Attend all Board of Director functions including meetings and events.
13. Submit a monthly written report to the Board of Directors and meet weekly with the Board chair.
14. Review and forward contracts for services for approval.
15. Deposit checks and ensure that bills and invoices sent to ACTF are promptly paid or resolved.
16. Manage e-mail and phone calls to and from the organization.
17. Ensure that the ACTF database and website are maintained and up to date.
18. Other duties as assigned by the Board of Directors.

Work Environment and Physical Demands:

1. Work evenings and weekends as needed.
2. Normally seated, standing or walking at will.
3. Keyboarding and working at computer monitor for extended periods is required.
4. Phone usage, reading, speaking, and listening required.
5. Frequent interaction with staff, donors, the media, elected officials, and various agencies throughout the region and state is required.
6. Mid-Columbia Symphony hosts Arts Center Task Force in their office at 1177 Jadwin Ave Suite 103. A conference room is available to reserve for private or group meetings.