



Executive Director Job Description

OVERVIEW

Banfill-Locke Center for the Arts (BLCA) is a 501(c)3 nonprofit arts organization serving the Twin Cities northwest metro area. It was established in 1979 by a group of artists and arts advocates and has operated continuously since that time with a core group of dedicated volunteers and members.

BLCA moved to its present site in Fridley in 1988 and operates under a public/private partnership with Anoka County with one full-time staff person, volunteers, a Board of Directors and a County-BLCA management team. It is housed in a Greek Revival style building that is on the National Register of Historic Places. www.banfill-locke.org

The Executive Director (ED) reports to the Board of Directors (BOD) and will have overall strategic and operational responsibility for programs, finance, volunteers, community outreach and membership.

Art Center programs include classes, gallery exhibitions, artist and writer residencies, monthly literary readings, and many community events. The successful candidate will be an energetic, effective leader who is passionate about using the arts to strengthen and enrich the community.

She/he/they will be able to communicate a clear vision for executing the strategic plan and mission of the center to the board of directors and the BLCA membership and community.

ED will have excellent communication and organizational skills, be able to motivate others and be innovative with fresh ideas related to fundraising, programming, marketing, and event planning.

ED will work to ensure that BLCA's programs, events, and fundraising initiatives are consistent with organizational values, mission, and vision.

The goal for this position is to provide leadership for the organization in the visual and literary arts, sustain and grow the diversity of its membership and audience (including youth outreach and engagement), maintain healthy and respectful relationships with the art center's stakeholders and provide good stewardship of the facility and its programs.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Oversee the day-to-day operations of the organization
- Work with the BOD to execute a long-range strategy for the organization
- Lead the planning and implementation of a diverse fundraising strategy including events, membership, grant writing, individual donors, earned income, and legacy gifts
- Ensure the organization's compliance with federal, state, county, and local regulations and contracts
- Utilize significant developments and trends in the arts and nonprofit field to the benefit of the mission of Banfill-Locke
- Continue to foster discussions around Inclusion and Equity in relation to all aspects of the organization to better reflect the community served
- Evaluate and communicate programmatic results to the board, supporters, and constituents
- Promote active participation by staff, volunteers, and board members in all areas of the organization's work, including volunteer recruiting, training, and incentive planning
- Build new and sustain ongoing partnerships with Anoka County, community leaders, supporters, vendors, and artists.
- Maintain and refine all aspects of communications from web presence to external relations.
- Develop and maintain sound financial practices.
- Responsible for day-to-day facilities upkeep.
- Hour requirements 40-50/week with some evenings and weekends.
- Other duties as assigned by the board of directors.

The ED will help to establish, coordinate, and implement all programs. The ED will work with and guide volunteers to maintain Art Center operations. The ED recruits, hires, and manages qualified independent contractors for class instruction and participation in programs and events.

REQUIRED QUALIFICATIONS

- 3+ years of nonprofit and management experience
- 3+ years in visual arts and literary programming (classes and community events)
- 3+ years development & fundraising experience
- 3+ grant writing and online fundraising experience
- 3+ years of volunteer recruitment and management
- Experience planning and implementing gallery exhibitions
- Excellent oral and written communication skills
- Excellent computer literacy (includes Quickbooks online, MS Office, website maintenance (Wordpress CMS), CRM, and social media)
- Marketing, public relations, and social media experience
- Experience working effectively with a board of directors and stakeholders (this would include Anoka county partnerships, membership, volunteers, artists and writers, and community-at-large)
- Familiarity with local, state, and national fundraising resources and trends

DESIRED QUALIFICATIONS

- Familiarity with Twin Cities arts & literary community
- Master's degree in Arts Management or Administration

Banfill-Locke Center for the Arts is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. The salary range is low to mid \$40,000s, with an annual \$3,000 stipend for health insurance. BLCA is closed Christmas Eve through New Year's Day and observes various national holidays.

Interested candidates should apply with resume and cover letter to search@banfill-locke.org. Applications received by Saturday, June 15 will be given priority.

EXECUTIVE DIRECTOR SEARCH TIMELINE

1. Job announcement posted: **June 3rd**
2. Board update **July 10th**
3. Applications close: **June 21st**
4. Applications Reviewed by the search committee: **June 28th**
5. Committee interviews conducted: **July 15-20th**
6. Committee recommends 2-4 finalists to interview with the full board: **July 22th**
7. Board interviews concluded: **July 26th**
8. Board discussion, decision & offer extended: **July 31st**
9. New ED start date/training w/interim manager: **Aug 15th**
10. New ED Fully in place: **Sept 1st**