

Allegany Arts Council
Executive Director Position
Salary: \$50,000 to \$70,000/year

The Allegany Arts Council of Cumberland Maryland—the premier arts establishment and noted umbrella organization for the arts in western Maryland—has an outstanding opportunity for a full-time, Executive Director. We are seeking an experienced leader, organized and process-oriented, to manage day-to-day operations. Areas of emphasis—and appropriate experience—should revolve around: active community engagement for the arts; strengthening and developing revenue streams that include grant writing, donor drives, and fundraising; membership building; and budget management. Additionally, the AAC, leveraging their established national, regional, and local arts programs, seeks this Executive Director to support, enhance, and grow programs that further their mission in making Allegany County **“A Community Alive with the Arts!”**

More info can be found by going to: <http://www.alleganyartscouncil.org>

The duties and responsibilities of the Executive Director are as follows:

Oversee daily operations of a non-profit, county arts organization

- Implement the organization’s strategic plan
- Manage the Human Resource functions of the office including hiring/terminating staff, setting salaries and bonuses for staff, conducting regular employee evaluations, and maintaining current job descriptions
- Negotiate and procure operational services
- Establish and maintain an annual budget and monitor investment accounts
- Research, write, and administer grants
- Interface with public funding agencies and private donors for fundraising
- Develop and implement a multi-faceted marketing & communications strategy
- Maintain a general awareness of arts-related issues and opportunities at the local, state, and national levels.
- Interact with Arts Council members to address issues and grow the arts community

Develop and implement arts programming

- Sustain, enhance, and evaluate existing AAC programming
- Identify gaps in existing arts programming, and formulate strategies for filling those gaps
- Engage prospective program partners, and generate support for new initiatives.
- Coordinate Arts & Entertainment Districts in the City of Cumberland and the City of Frostburg

Develop and maintain productive working partnerships with all identified stakeholders

- Identify and create opportunities for collaboration with other area organizations
- Act as the primary spokesperson for the AAC to the community at large, and to local, state, and national agencies
- Serve as liaison to, and coordinate initiatives with, Allegany County Tourism and other local tourism partners
- Represent the AAC at quarterly County Arts Agencies of Maryland (CAAM).
- Implement an on-going strategy to position the arts as a tool for economic Development and support related community revitalization initiatives

Skills/Knowledge

- Leadership, supervisory, organizational, and administrative skills
- Strong financial management ability
- Excellent written and verbal communication skills
- The ability to interact effectively with the general public
- The ability to be persuasive and flexible when working with stakeholders
- Excellent public speaking skills
- Prior experience in an arts or arts-related environment
- Experience and/or ability in fundraising
- Proficient computer skills to include Office, Quick Books, Excel and social media

Education

- Bachelor's degree in arts administration, business, communications or equivalent

Other Requirements

- Able to perform desk work, primarily at a computer and on the phone, at least 60-70% of each day
- Able to lift between 20-30 lbs. on an infrequent basis
- Able to speak in public in front of groups of varying sizes
- Able to work outside of normal office hours as required
- Able to travel locally and throughout the state to attend trainings and meetings