

# William Bonifas Fine Arts Center

## Job Description

TITLE: **Executive Director**

SUPERVISOR: Board of Trustees

HOURS: Exempt

### **Nature of Work**

The Executive Director is the key management leader of the Bonifas Fine Arts Center. The Executive Director is responsible for overseeing the administration, programs, fiscal management, and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach and governmental partnerships. This position reports directly to the Board of Trustees.

### **Qualifications**

- Bachelor degree from an accredited college or university required
- Experience and success in grant writing, fundraising and capital campaigns
- Experience in developing and managing budgets
- Ability to manage staff and internal business operations
- Strong organizational skills
- Interest in arts and culture within a rural setting
- Working knowledge of various computer software including Customer Relation Management (CRM)
- Excellent oral and written communication skills

### **Essential Functions**

**Organization Operations** (*Administration and Management*). Oversees and implements appropriate resources to ensure that the operations of the organization are managed appropriately.

- Leads and manages the operations, finances, programs, staff, and volunteers
- Hires competent, qualified staff in consultation with the Board of Trustees and provides the resources to develop and retain staff
- Oversees the maintenance of the building and facilities, including improvements and renovations
- Signs all notes of agreements and other instruments made and entered into and on the behalf of the organization in consultation with the Board of Trustees

**Financial Performance and Sustainability** (*Fiscal Management, Fundraising*). Develops resources sufficient to ensure the health of the organization.

- Responsible for the fiscal integrity of the Bonifas Fine Arts Center including submission to the Board of Trustees a proposed annual budget and monthly

financial statements, which accurately reflect the financial condition of the organization

- Manages the Bonifas finances in a manner that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Oversees fundraising, sponsorships, grant writing, and developing other necessary resources to support the Bonifas mission.

Organization Mission and Strategy (*Program Development and Delivery, Community Relations*). Works with the Board of Trustees and staff to ensure that the mission is fulfilled through strategic planning, program offerings and community outreach.

- Ensures implementation of the Bonifas Fine Arts Center programs, including classes, gallery exhibits and events, to carry out the organizational mission
- Creates strategic plans to ensure that the Bonifas Fine Arts Center is sustainable into the future
- Fosters community and government partnerships and develops necessary stakeholder relationships
- Enhances the Bonifas Fine Art Center by being active and visible in the community and by working closely with other professional, civic, and private organizations

Board Governance (*Board of Trustees*). Works with and under the direction of the Board of Trustees to fulfill the organization's mission.

- Understands Board of Trustees Governance Policy, By-Laws and Personnel Policies and provides direction when revisions or updates are necessary
- Communicates effectively with the Board of Trustees, in a timely and accurate manner, by providing all information necessary for the Board to function properly and to make informed decisions

### Examples of work

- Oversees all human resource functions including recruitment, staff development and evaluations
- Ensures compliance with all relevant laws, regulations, and requirements as well as policies adopted by the Board of Trustees
- Fields comments, grievances, and suggestions from internal and external sources
- Provides presentations to local groups, organizations, and public functions
- Serves as a host for all Bonifas events
- Ensures promotion and marketing of the Bonifas and our events is thorough and effective
- Seeks opportunities for grants and fundraising that would assist the Bonifas in its mission
- Identifies and cultivates relationships with current and potential donors and sponsors
- Monitors the condition of the building/grounds and when necessary, provides contractor estimates to the Building Committee and/or Board of Trustees

- Provides the Board of Trustees with written monthly reports, attends and participates in monthly Committees and Board of Trustee meetings

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate, but may be loud in areas of equipment operation. The above statements are intended to describe the general nature and level of work being performed by personnel assigned into this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job related functions may be performed with or without accommodations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk and hear, taste or smell. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**The above position description statements are intended to describe the general nature and level of work performed in this classification. They are not intended and should not be construed as exhaustive lists of all job functions, responsibilities, skills, efforts, or working conditions necessary to perform a job per personnel so classified. These are intended to be accurate reflections of principal job elements and may be supplemented as necessary.**