

Huron Valley Council for the Arts

EXECUTIVE DIRECTOR POSITION

Job Posting

The Huron Valley Council for the Arts (HVCA), a not-for-profit organization located in Highland, Michigan, is seeking an executive director who is dedicated to the arts, is a charismatic leader and an expert in community relations. Reporting to the Board of Directors, the Executive Director is responsible for strong operational leadership that will advance HVCA's growth and development goals. Fundraising is typically a top priority. The candidate must be able to gain credibility, build and maintain positive relationships with board members, volunteers, staff, our members and the external community, which consists of current and potential donors. This position requires a minimum of 30 hours per week, with a flexible schedule involving occasional weekends and evenings.

Responsibilities

The executive director will

- Manage the finances, projects, operations, grant writing, fundraising, staff and volunteers of HVCA
- Adhere to HVCA Board policies, goals and mission of the organization
- With Board support, expand and maintain fundraising activities to support and grow existing programs, target and develop grant proposals and cultivate donors
- Bring together staff, volunteers and community leaders to achieve common goals
- Oversee the activities of nine volunteer committees, maintaining an understanding of their objectives and assisting committee chairs in their roles
- Oversee the day-to-day operation of the organization in achieving its objectives

Required Skills

- Demonstrated achievement in a leadership role
- Strong organizational skills, particularly in managing projects
- Demonstrated achievement in fundraising, grants, sponsorships and membership
- Self-starter, capable of working with minimal direction
- Strong interpersonal and communications skills
- Excellent skills in written communications, with grant-writing experience a plus
- High proficiency in standard office computer skills and social media

Compensation

- Compensation consists of a salary of \$1500 a month, commensurate with qualifications and experience
- Educational opportunities are provided for continued growth
- Two weeks paid vacation time plus major holidays are provided annually.

Posting Period: February 22 - March 22, 2019

Please send your resume to HVCA Search Committee to: recruit@huronvalleyarts.org

Or mail to:
HVCA Search Committee
PO BOX 999
Highland MI 48357