



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 and a proactive leader with experience in community relations and fundraising.

The Executive Director will work in concert with the board, volunteers and staff to achieve the goals and objectives of HVCA. Key priorities for HVCA are fundraising, building strong community relationships and promoting HVCA's value to the community.

This position is 30 hours per week, with a flexible schedule which may involve occasional weekends and evenings.

Executive Director Responsibilities

- Oversee daily operations of the organization.
- Work with Board Treasurer to manage the finances of HVCA.
- In partnership with board and committee members, direct and implement the fund development plan.
- Oversee the activities of volunteer committees, maintaining an understanding of their objectives and assisting committee chairs in their roles.
- Adhere to HVCA's mission, Board policies, and organizational goals and objectives.

Required Skills

- Demonstrated skills in leadership and project management.
- Demonstrated achievement in fundraising, grant writing, sponsorships and membership.
- Self-starter, capable of working with minimal direction.
- Strong interpersonal and communication skills.
- High proficiency in standard office computer skills and social media.

Compensation

- Compensation consists of a salary of \$1,500 - \$1,800 per month, commensurate with qualifications and experience
- Based on performance, a bonus may be awarded
- Educational opportunities are provided for continued growth
- Two weeks paid vacation time plus major holidays are provided annually

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

Or mail to:

HVCA Search Committee
PO Box 999
Highland, MI 48357

Posting window: May 1-June 14, 2019