

**Executive Director
Preble County Art Association
Eaton, Ohio**

The Board of Trustees of the Preble County Art Association (PCAA) seeks a collaborative, strategic, roll-up-your-sleeves leader, arts champion, influencer, and relationship builder, to serve as the next Executive Director of the PCAA. This is a unique opportunity for a skilled leader and proven manager to lead PCAA at a critical point in building its future.

The Preble County Art Association (PCAA) was established as a 501(c)3 in 1987, evolving from an artist run gallery and education center that was established in the late 1960's. In 1990 the Visual Art Center opened its doors, operated by the PCAA and serving Preble County by ensuring the arts had a presence in the community. The organization was run entirely by the board of trustees and PCAA members. In 2013, funds were raised to employ a full time Executive Director to grow the organization and the presence of the arts in the community.

As a result, and through extensive strategic planning, the PCAA adopted a new mission statement and vision. *The PCAA fuels creativity in Preble County, fostering a community rich in arts and culture. We hope to build a community in which every person can explore creativity through visual, interactive, and educational experiences. We believe that through the arts we can enhance our community by raising the quality of life for our citizens, increasing regional awareness of Preble County, and aiding in economic development. To reach our mission, the PCAA is investing our resources into education and outreach. Since 2013 we have grown overall participation and support with record-breaking numbers of participants and members each year, proving that Preble County needs, is receptive to and supportive of a community art center. In 2017 the PCAA purchased the Stotler Building in downtown Eaton and since has raised 1.3M in funds to rehab the space for our new home, now Preble Arts, since the summer of 2019.*

The next Executive Director will have the opportunity to add to PCAA's vision and build a robust suite of programs for Preble Arts and community outreach that include visual, performing, and creative arts while creating and implementing a funding plan to sustain the programs. The board seeks an Executive Director who will engage fully with the community, is sensitive to local culture and can bring new ideas to the table. The Executive Director will need to be flexible, collaborative, energetic, a visionary, have strong management skills and financially responsible. The primary responsibilities focus on fundraising & development, leadership, staff & facility management, financial management, program development and Board Governance. The Executive Director is responsible for the success and sustainability of the organization and its assets.

- **Fundraising & Development:** Ensure short- and long-term fundraising plans are developed and executed including revenues from memberships, donations, grants, earned revenue and sponsorships. Actively grow funding from individuals, foundations, government, and corporations. Oversee communications including newsletters, impact reports, the website, social media, and other general communications to ensure the highest level of professionalism and alignment of the brand with the PCAA's Vision.
- **Leadership and Strategy:** Serve as the primary advocate, visionary, and spokesperson for the organization. Ensure that long- and short-term plans, including regulations and accommodations for COVID-19 plans are in place that are actionable and include

attainable goals. Develop relationships and a strong understanding of the organization's impact with families, school partners, government officials, partner organizations, donors, and prospective donors.

- **Staff & Facility Management:** Build a positive work culture that supports a productive, professional environment. Oversee the hiring, training, supervision, and evaluation of the staff. Ensure staff members work effectively toward shared goals and a unified vision for the organization and the ability to teach and execute programs at the highest quality possible. Ensure a positive teaching artist experience which leads to the retention of teachers and makes Preble Arts a teaching artists' employer of choice. Ensure the facility is cared for and develop a long-term maintenance and sustainability plan.
- **Financial Management:** Develop and create organizational and program budgets and ensure adherence. Diligently follow approved financial policies and accounting ethics and best practice. Oversee all aspects of human resources and operations. Work alongside the controller to ensure payments, invoicing and reporting are up-to-date and correct. Continue growth of reserved funds.
- **Program Development and Management:** Lead the program team in creation and implementation of a sustainable program model that fits the PCAA's vision and ensures quality. Ensure a teaching structure that meets the needs of the students and the creation of programs that are responsive to community needs.
- **Board Governance:** In collaboration with the Board, identify, recruit, train, and retain highly effective board members. Maintain regular communications with the Board of Directors and provide them with the necessary support, counsel, and information required for effective governance. Ensure a quality process for supporting the board and their involvement in fundraising, strategic planning, program delivery, and increasing overall visibility of the organization.

ATTRIBUTES OF THE NEW LEADER

The new leader must demonstrate a firm commitment to and passion for the PCAA's mission and the community that we serve. In addition, he or she should possess a variety of attributes, including:

- Collaborative, innovative, and effective leadership that motivates the volunteers, board, staff, families, donors, and partners.
- A dedication to the principles of equity, diversity and inclusion and the ability to demonstrate that commitment in culture, pedagogy, and communications.
- Strong business acumen with a solid understanding of operations, finance, and budgeting.
- High social emotional intelligence, integrity, and sound judgment.
- The ability to inspire others through written and verbal communications.

SKILLS AND QUALIFICATIONS

- Five or more years in a leadership position or commensurate experience with demonstrated success in organizational management including fundraising, strategic planning, program development, finance, and operations.

- A bachelor's degree or higher from an accredited college/university in art/public/nonprofit administration, fine/performing art, or art education is preferred.
- Proficient in Microsoft Office, especially Word and Excel.
- Familiarity with QuickBooks. - Square and Wild Apricot a plus.
- Ability to navigate technology and learn systems quickly.

Salary is commensurate with experience and benefits include IRA contributions, and personal time off.

APPLICATION PROCESS

To apply, email your cover letter, resume, and 3 professional references to jobs@preblearts.org. Include personal websites, professional profiles, or other relevant information. No phone calls please, and no applications will be accepted via mail or through third-party sites.

Review of applications will begin August 10. This position is open until filled. A presentation will be required from finalists. Reference, credit, and criminal checks will be conducted before a final offer is made.

PCAA is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, age, disability, marital status, veteran status or any other status protected by applicable law.