



## **JOB DESCRIPTION**

<b>Position Title:</b>	Executive Director, Juan de Fuca Foundation for the Arts (JFFA)
<b>Reports To:</b>	JFFA Board of Directors
<b>Hours:</b>	Averages 30 hours/week. Much less during summer.
<b>Compensation:</b>	Salary negotiable, based on experience. Medical insurance reimbursement at \$400/month.

### **General Function**

The Executive Director is the principal leadership position for the organization. With the direction and guidance from the Board, the Executive Director directs the various programs and carries out all administrative responsibilities for the organization. The Executive Director is responsible for the artistic direction, the fiscal health and the oversight of its day-to-day operations. While there are many areas of responsibility, the Executive Director need not be an expert in all of them, but must make sure that all responsibilities are completely covered. The Executive Director has a primary impact on the overall effectiveness of the organization through:

- The growth in numbers of people served.
- The provision of quality arts programs/concerts that can enrich and inspire.
- The maintenance of sound financial systems.
- The maintenance of positive staff, board and community relationships.
- The provision of good judgement and competency in meeting the goals and objectives of JFFA.

### Areas of Responsibility

#### **Fiscal management**

- a. Develop a fiscally responsible annual operating budget.
- b. Review monthly financial reports and take appropriate action to ensure the fiscal health of JFFA.
- c. Operate programs/concerts that, at minimum, generate sufficient revenue to cover program expenses. Exceptions need Board approval.
- d. Strong grant writing skills and experience are necessary along with the ability to package and sell corporate sponsorships.

**Board of Directors**

- a. Assist in recruiting, organizing, and maintaining a JFFA Board of Directors.
- b. Develop and maintain a positive partnership with the Board that can leverage and advance staff efforts.
- c. Develop board committees that provide for an effective and efficient Board.
- d. Execute the decisions of the Board with appropriate action.

**Artistic Direction**

- a. Oversee all aspects of hiring artists including contract negotiation and management.
- b. Ensure venue is secured and adequate support systems, including lights and sound, are in place.
- c. Oversee ticket production and sales.
- d. Experience with production experience, as well as live and virtual broadcasting.

**Promotion**

- a. Develop posters, flyers, brochures and other materials that can promote programs.
- b. Promote programs through PSA's, social media and other opportunities.
- c. Communicate the objectives and programs of JFFA to the community through media, public speaking and participation in community organizations.

**Fundraising**

- a. Develop and oversee a special annual fundraising event and be open to other opportunities to raise funds for JFFA.
- b. Oversee JFFA's annual Patron's Campaign, typically held in November.
- c. Pursue other funding opportunities including corporate, public and private foundations.
- d. Maintain positive relationships with all JFFA volunteers and donors.

**Personnel**

- a. Supervise and evaluate all JFFA staff.
- b. Fill staff vacancies in accordance with established JFFA policies.
- c. Ensure that there is adequate staff/volunteer/contractor coverage at all times for all programs.
- d. Maintain payroll.

**Long Range Planning**

- a. Facilitate and participate in strategic planning with the Board, staff and community to proactively position JFFA to meet the future needs of the community.
- b. Maintain positive relationships with other arts organizations, non-profits, government and other organizations to enhance understanding and create partnerships.

**Website management**

- a. Manage and maintain current website for JFFA.