

JOB DESCRIPTION

Position Title: Executive Director, Juan de Fuca Foundation for the Arts (JFFA)

Reports To: JFFA Board of Directors

Hours: Averages 40 hours/week.

Compensation: \$ 68,000 - \$75,000 Salary Range

General Function

The Executive Director is the principal leadership position for the organization, responsible for the artistic direction, as well as overseeing administration, programs, revenue generation, strategic plans and day to day operations of the organization. Other key duties include marketing and community outreach.

Reporting Relationships

Reporting to the JFFA Board of Directors, the Executive Director manages all personnel, which includes paid and unpaid employees, volunteers, and independent contractors. The Director also provides vision and direction, leading public and membership programs and activities.

Primary Responsibilities of the Executive Director

Board Relationship – In collaboration with the Board and Board committees, fulfills JFFA’s mission and vision. Serves as ex-officio member of Board committees. Coordinates and directs work of the Board’s committees, volunteers, and partner organizations. Attends and participates in discussions at Board meetings; communicates with the Board and provides timely and accurate financial and other information to enable the Board to make informed decisions.

Staff Leadership and Management – Provides vision, motivation, and professional development for all personnel; hires, supervises, and evaluates staff and contractors; coordinates work of volunteers and contractors. Ensures a positive, healthy work culture, including compliance with all workplace policies and procedures. Maintains and recommends policies and procedures, ensuring that nonprofit ethics, standards, and best practices are applied throughout the organization.

Fundraising/Grant Oversight – In collaboration with the Board of Directors, leads fundraising planning, strategies, and execution, including foundation, government, and individual giving. Responsible for funder research, including grant opportunities, coordination of donor cultivation, and solicitations. Assists the Board in building fundraising capacity, including providing Board education, meeting logistics, introductions, and other activities. Ensures JFFA’s participation in grant opportunities, which may include writing and/overseeing grant proposal work.

Strategic Planning – In conjunction with the Board of Directors, develops JFFA’s strategic plan, and in collaboration with staff and other appropriate personnel, develops and implements annual goals, action plans, course corrections, and updates as needed to ensure effective execution and results.

Program Development, Management, and Production Planning – Develops, implements, and supervises personnel in ensuring a schedule of programs that furthers the JFFA’s mission, vision, and strategic plan and that meets the needs of JFFA’s members and constituents. This will also include event production planning and implementation.

Fiscal Management – Develops and oversees monthly fiscal reports. Develops and presents an annual budget for Board approval. Oversees the management of all funds, consistent with the JFFA’s accounting system; signs all notes, agreements, and other instruments made and entered into on behalf of the organization, in alignment with Board fiscal policies and procedures.

Marketing and Communications – Oversees marketing and communications programs to increase the visibility of JFFA in the wider region and to ensure that members, constituents, and the public are informed about the organization’s programs and activities. Ensures consistent branding and messaging in marketing and communications.

Community Outreach – Ensures a vigorous and engaging community outreach program with multiple and overlapping target audiences (artists, under-resourced, at-risk, local); developing strategies to address and increase diversity, equity, access, and inclusion (DEAI) to build cultural literacy, inspiration, equity, and resilience in our desert communities.

Advocacy – Serves as chief spokesperson for JFFA and enhances the image by being active and visible in the community and working closely with other educational, professional, civic, and private organizations.

Organizational Integrity – Conducts business at the highest standard of integrity to ensure that all activities are legal and ethical. Maintains a high level of awareness of current nonprofit issues and standards and advises all personnel, including the Board of Directors, accordingly.

- Other responsibilities as assigned by the Board of Directors.

Qualifications

The Executive Director must be a dynamic, creative individual who embraces JFFA’s passion in the power of the arts to transform the community and the lives of individuals. The successful candidate will have strong skills in strategic thinking, organizational management, and leadership, specifically:

- Demonstrated high integrity.
- Experience and skill in working with a Board of Directors.



JUAN DE FUCA
FOUNDATION
FOR THE ARTS

• Experience in managing staff and maintaining and/or implementing a healthy organizational culture.

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- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to staff, the Board, volunteers, and donors.
- Successful fundraising track record. Excellent donor relations skills, understanding of the funding community, willingness to facilitate, lead, and mentor the Board of Directors in fundraising activities.
- Ability to communicate the JFFA's mission to donors, volunteers, and the overall community. Success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers.
- Solid organizational abilities, including budget preparation, analysis, decision-making, and reporting.
- Strong written and oral communications skills.
- Strong public speaking ability.
- Results oriented, and ability to problem solve.

Qualified candidates will possess these minimum qualifications:

- Bachelor's degree or higher.
- 5 or more years of senior nonprofit management experience, preferably in the arts

Working Conditions: The primary work location for this position is Port Angeles, WA office. Events and programs may require meetings in or visits to other venues or workspaces. Work hours will vary, and the Executive Director will often work evenings and/or weekends to accommodate meetings, events, and attend public occasions.

About JFFA: JFFA is a nonprofit 501(c)(3) organization with a 12- member Board of Directors, and an annual operating budget of \$350,000. The organization creates public programs, including classes, events, concerts, and festivals, that support the local artist community and benefit the community at large. Staff members at present include an Operations Manager and Administrative Assistant. A large number of dedicated volunteers help staff and run events.

For more information about the Juan de Fuca Foundation for the Arts, go to our website at www.jffa.org

To Apply for the Executive Director Position:

Please submit a letter of interest and a current resume to: contact@jffa.org.

Job posting will remain open until filled with the successful candidate.

Please contact us via email at contact@jffa.org for questions.