

Art Colony Association – Job Description

Job Title:	EXECUTIVE DIRECTOR
Reports to:	President of the Board of Directors
Supervises:	All Staff and Outside Resources
Send Resume to:	Joe Pogge – joe@strikemg.com

Established in 1972, the Art Colony Association (ACA) is a 501(c)(3) non-profit organization dedicated to producing high quality art festivals and events. The ACA in turn provides financial support to local non-profit organizations with the funds raised during those events. For 47 years, the ACA has produced The Bayou City Art Festivals, Downtown in the fall and Memorial Park in the spring. The Festivals provide Houstonians a family- friendly experience and increase Houston's art scene reputation across the country. The ACA seeks an Executive Director who will lead and grow this excellent organization.

Description (Position Open)

The Executive Director is responsible for managing the entirety of the ACA's operations, which include key responsibilities such as: fundraising, strategic planning, program development, personnel management, and financial stewardship. This person serves as a liaison between the Board and the staff and promotes community awareness as the "face" of ACA.

Applicants must bring business and financial competencies with strong fundraising and sponsorship skills to grow the organization to its next level. Candidates must have the ability to set clear goals, lead a strong team and recognize accomplishments. Since fundraising is a key element to this position, applicants with knowledge of local businesses and contacts in the local philanthropic community would be preferred.

The position is a full-time, salaried role with benefits and the potential for additional compensation from successful fundraising efforts.

Qualifications

- Minimum two years' experience in not-for-profit or public agency management, including supervising paid staff and volunteers.
- Proven success in fundraising and/or sponsorship sales.
- Experience working with a Board of Directors is preferred.
- Self-starter who is detail oriented and able to work with tight deadlines.
- Clear and effective written and oral communications.
- Computer experience with web-based applications.
- Use social media effectively.
- Relate to and connect with younger generations.
- Personal stability, maturity and optimism.

Responsibilities

- Establish Bayou City Art Festival as one of the leading art festivals in the country

Fundraising, Sponsorship and Development

- Develop personal contacts and contacts provided by Board members and vendors within the philanthropic and corporate communities to secure contributions, financial support, and sponsorships for the ACA.
- Develop a sponsorship platform for businesses looking to maximize their marketing opportunities, demographics, and community outreach through the ACA.
- Apply, in a timely fashion, for funds sought from outside sources (i.e.: identifying grant opportunities and writing grant applications).
- Communicate fund raising endeavors and results to the Board.

General Management

- Manage day-to-day ACA operations through direct or indirect supervision.
- Oversee all programs, services, activities and facilities; ensure program objectives are met.
- Recruit, train, develop, supervise and evaluate staff and contractors.
- Represent ACA to the community, professional, governmental, civic and private agencies, and enhance the organization's public image to grow interest and support.
- Ensure positive relationships with artists, vendors, volunteers and city officials.
- In conjunction with the president, develop an agenda for regular meetings and prepare recommendations for presentation to the Board. Attend all meetings unless specifically excluded or directed by the Board.
- Work with Board treasurer and office accountant in preparation of the organization's annual budget of approximately \$1.2 million.
- Administer, oversee and resolve financial matters and reports to Board monthly on expenditures, receipts and cash flow position
- Support the overall development of marketing and public relations initiatives.

Festival Direction

- Oversee and direct all festival and contract staff to ensure successful festivals.
- Manage festival sponsorships.
- Ensure all permits, fees, and governmental requirements to produce the ACA's events are adhered to in a timely manner.
- Curate the overall look and feel of festival site; manage the staff oversight of the artists' on-sight experience, volunteers, partners, patrons and sponsors.
- Oversee festival outreach programs – Creative Zone and Middle School Art Competition.

Marketing and Communication Responsibilities

- Oversee and direct the production of all print, television and web advertisements.
- Promote ACA's visibility and positive public image through media appearances, speaking engagements before service clubs/organizations, and attendance at all appropriate public functions.
- Establish and maintain contact with key individuals in local government, other not-for-profit agencies, and the business sector to further the ACA's public image and reputation.