**Highland County Arts Council**
**Contract Services Opportunity Description**

**Open Contract Opportunity: Executive Director**

Terms: Hourly part-time independent contractor; ~15-20 hrs/wk; $28/hr; invoiced/paid monthly.

About Us: The Highland County Arts Council (HCAC) is a nonprofit organization dedicated to promoting the arts within our community by providing opportunities for education, engagement, and artistic expression. Through a wide range of programs, events, and collaborations, we seek to enhance the cultural landscape of Highland County and foster a greater appreciation for the arts.

Summary of Contract Services Opportunity: As a contract service provider to the Highland County Arts Council (HCAC) Board of Directors, the HCAC Executive Director executes the organization's strategic plans, implements effective programs, and nurtures effective relationships to promote the arts and provide cultural enrichment to the community. The Executive Director leads and manages the Arts Council operations, logistics, finances, fundraising, memberships, and volunteers.

In addition to operational and financial leadership, the Executive Director will be responsible for the success of HCAC's performing arts programs and events. This includes the planning, logistics, and execution of 10-12 performances and 1-2 youth programs and/or camps, which HCAC holds in Highland County, VA and the surrounding region between February and November annually, as well as occasional workshops and other special events that support the region's professional and amateur artists and provide opportunities for engagement in the arts to local community members.

This role requires a highly organized and resourceful individual with interest in the performing arts (though experience in the arts is not required!). Success for the Executive Director includes: (1) increased community engagement through excellent, welcoming, and informative experiences for the community members who attend and participate in HCAC's performing arts events and educational programs, and (2) growth in organizational revenue, partnerships, and memberships.

Scope of Work:

- **Operational Management**, with input and strategic guidance from HCAC President and Vice President**:**
    - Execute the day-to-day operations of the HCAC within its board-approved bylaws, events calendar, annual goals, and budget.
    - Manage HCAC's operations, educational programs, community events through advanced planning, timely project management, meaningful partnerships with other organizations, onsite event management
    - Identify, procure, and motivate other contract service providers and volunteer resources to accomplish the work and programs of HCAC.
    - Support the Board in engaging volunteers from across the community to serve on HCAC committees and support and inform implementation of HCAC programs.
    - Establish and as needed update effective policies and efficient operating procedures.
    - Evaluate the organization's performance, report on progress to the Board, attend monthly HCAC Board meetings, effectively communicate with the Board on an ongoing basis, and recommend to the Board improvement needs, strategic decisions to be made, potential new programs or activities to meet the organizational goals.
    - Respond to HCAC email promptly and provide as-needed administrative services.

- **Financial Management,** with input and strategic guidance from the HCAC Treasurer**:**
    - With oversight and review by the HCAC Treasurer, and with support from a tax firm, manage finances to the board-approved budget.
    - Invoice and collect revenues, pay and track Board-authorized expenses, work with financial vendors to resolve issues, use and update financial software or detailed spreadsheets to track revenue and expenses, and reconcile the financial books and statements.
    - Drafting monthly financial reports for the Board.
    - Collect and document information needed on tax returns and grant reports.

- **Event and Program Management**, with input and strategic guidance from the Board's Performance and Education Chairs:
    - Plan and propose an engaging, creative, and feasible annual schedule for performances, workshops, camps, and programs to the Board, with the Performance and Education Committees.
    - Maintain a shared organizational schedule of events, meetings, programs, deadlines, and other activities important to the success of the planned events and programs.
    - Manage the logistics of HCAC'S performances, workshops, camps, and special events from inception to completion.
    - Coordinate event details, including scheduling, venue setup, artist and educator communication, and volunteer management.
    - Ensure smooth event operations and troubleshoot any issues that may arise on-site.
    - Gathering feedback following programs and events to understand and document their success and opportunities for improvement or growth.
    - Assist the Marketing and Communications Coordinator in efforts they lead to develop promotional materials for programs, events, and workshops for dissemination social media, email newsletters, and other communication and marketing channels to raise awareness of HCAC activities; and to promote events and programs to increase engagement and attract attendees and sponsors and increase engagement.

- **Partner, Sponsor, Member, and Community Relations**, with input and strategic guidance from the Board's Memberships and Fundraising Chair:
    - Nurture relationships and develop an increasing support and engagement from individual members and donors, philanthropic foundations, and business sponsors.
    - Increase individual memberships, develop sponsorship proposals for programs and events, and foster donor support, with guidance and input from the Board's Membership and Fundraising Chair.

- **Grants and Contracts Management**, with input and strategic guidance from the Board's Grants and Contracts Chair:
    - Identify grant funding from philanthropic foundations and government programs for which HCAC is eligible, and draft effective grant applications .
    - Negotiate and fulfill contracts for grants, performances, educational programs, grants, sponsorships, and facilities.
    - Complete required grant reports.

Contractor Qualifications

- Experience with organizational management, with demonstrated leadership skills and increasing responsibility in managing an organization's resources, programs, personnel, finances, and stakeholders.
- Experience with Board reporting and facilitation of Board oversight.
- Demonstrated critical and strategic thinking and ability to manage multiple projects simultaneously, meet deadlines, and be resourceful in solving challenges as they arise.
- Excellent written and verbal communication and interpersonal skills,
- Ability to work independently and collaboratively within a team environment.
- Ability to attend meetings in person and work occasional evenings and weekends onsite for Arts Council programs, workshops, and events in Highland County, VA and the surrounding region *(see additional detail below)*.
- Demonstrated financial management and financial reliability, and experience with event, program, and/or nonprofit budgeting.
    - *NOTE: given the contract position's influence on HCAC's financial performance, HCAC may request that the Contractor provide written authorization for HCAC to perform a credit check on the Contractor's credit history.*
- Proficiency in Microsoft Office Suite and/or Google Workspace tools.
- Helpful but not required experience and skills include:
    - Donor and sponsor relationship management
    - Experience with bookkeeping software
    - Experience with common design and website tools/applications
    - Knowledge of the region's arts community
    - Experience implementing performing arts events, musical performances, and/or arts programs for youth and/or amateur performing artists

Additional Details

- Given regular in-person events and activities, the ideal candidate contractor will live in (or in easy commuting distance to) Highland County, VA, and will work onsite in HCAC's offices in Monterey, VA at least one day most weeks.
- This part-time contract position reports into the HCAC Board of Directors and works closely with the Board's Committees, its vendors (such as a tax firm), and its other contract service providers (such as a contract marketing and communications coordinator).
- The Executive Director's hours are highest between late February and early November, during the HCAC's annual performance season; hours are somewhat lower during late November to early February, when activities include supporting the Board's strategic, operational, and budgetary planning processes and planning for the performance season ahead.
- In addition to daytime work, the contract services require evening and weekend hours as required for implementing events and programs (and related setup and breakdown) and for attendance at HCAC Board, member, and partner meetings.