



ARKANSANS FOR THE ARTS EXECUTIVE DIRECTOR Job Description

ARKANSANS FOR THE ARTS (ARftA) is seeking a dynamic, full-time Executive Director to lead the only statewide advocacy organization dedicated to advancing the arts and creative economy throughout the state of Arkansas.

Qualities Desired

The ideal candidate will recognize the full scope and impact of the arts and creative economy throughout the state and will demonstrate strong initiative and possess the skills and commitment needed to serve as the chief executive responsible for building ARftA's capacity and sustainability. The successful candidate will demonstrate a commitment to ARftA values of inclusion, diversity, equity and collaboration and possess the ability to interact effectively with multiple sectors and interest groups while maintaining strict focus on organization's goals and needs of its constituents and members. The Director will demonstrate a passion to communicate to the broadest audience the high value and impact of the arts in Arkansas and the organization to deliver on its mission to increase funding for the arts and advance arts education and the creative economy throughout the state.

Position Description

The Director must have the leadership and organization building skills to enable ARftA to maintain key relationships, while aggressively forging new connections with members of the larger arts community – including cultural organizations, artists, donors, funders, and other constituents. This is a unique opportunity for a non-profit professional to combine a passion for arts, arts education and statewide creative economy development.

Essential Functions and Responsibilities

Membership and Fund Development: Maximize member engagement, communications and support. Work with the Board of Directors to meet funding goals and to develop new, sustainable funding models from sources including private foundations, corporate and/or individual giving.

Administrative: Hire and supervise staff; oversee budget and financial reporting; with the Chair, coordinate executive and board meetings, annual retreat and membership meetings.

Strategic Planning: Work with the Board of Directors to refine and implement the organization's strategic plan, create a practical work-plan to build an effective and sustainable service organization. Regularly review ARftA's activities against outcomes defined by the plan.

Program Strategy and Management: Work with the Board of Directors to set the vision and direction for advocacy programs and services. Oversee organizational operations and program development, execution, and evaluation. Maintain administrative and fiscal management of ARftA operations.

Advocacy/Government Relations: Serve as key representative for the Arkansas arts community to elected officials and government agencies; maintain active communications and planning with various Board committees (Creative Economy Committee and Legislative Arts Caucus Committee specifically) and advisory groups to advance funding and policy initiatives to support the arts and creative economy in Arkansas. Attend monthly meetings with ARftA partners such as Americans For The Arts, Mid-America Arts Alliance and others.

Outreach, Promotion and Marketing: The Director will convene weekly communications meeting ensuring consistent communications and website/social media updates. The Director will plan and implement appropriate strategies to increase and maintain the organization's profile as the central cultural advocacy organization and will represent ARftA, along with Directors and Advisors, at cultural gatherings, promotional events, public forums, legislative convenings, advocacy events and community meetings.

Leadership: Help to leverage the resources and talent of the Board of Directors to fulfill the organization's larger goals. Provide the Board with relevant information and insights to support strategic planning process and implementation. Ensure alignment of programming and operations with strategic goals.

Qualifications

- BA Degree (four-year) and a minimum of two years in a leadership position with proven development/fundraising experience; ideal experience includes work in the public interest and/or with community-based organization(s) or arts-related business(s).
- Exceptional leadership abilities and strong, demonstrable skills in management and organizational development. Ability to multi-task and to work independently and remotely with limited resources.
- Strong track record of fundraising/development and interaction with large and small, public and private funders, organizations, corporations, government agencies, and familiarity with individual donor cultivation.
- Experience in working cooperatively with varied stakeholders both public and private and capacity to effectively represent diverse groups of constituents.
- Excellent marketing and promotional skills, creativity and resourcefulness.
- Excellent communication skills and the ability to interact seamlessly with the Board Members, funders, donors, shared interest groups and diverse constituents of ARftA. Superior verbal and written communications skills.
- Data and statistical analysis and research skills; Financial and budgeting management abilities and experience with financial spreadsheets, Excel, and experience and ability to understand and manage financials.
- Experience with new technologies, social media, e-newsletters and content management websites.

POSITION: Full-time. Salary \$39,000 - \$42,000 per year commensurate with experience plus benefits; work remotely from anywhere in Arkansas with occasional travel; one-time office set-up stipend; monthly internet and phone stipend; monthly health insurance stipend and retirement bonus at end of year one.



To Apply

Please email your cover letter, résumé and three references to Sandy Martin, Chair - Arkansans For The Arts – chair@arkansansforthearts.org with “Executive Director – Your Name” in the subject line. We will be accepting applications until filled.

ARftA is an Equal Opportunity Employer/M/F/D/V. It is the policy of the ARftA to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, age, disability, sexual orientation or gender (sex). ARftA seeks qualified applicants from diverse backgrounds and individuals of color are strongly encouraged to apply.



About Arkansans For The Arts

ArkansansForTheArts.org

Arkansans For The Arts is the only statewide advocacy organization that provides leadership, strategy, and coordination to advance the arts, arts education and the creative economy in Arkansas through, but not limited to:

- Advocacy services, information resources, programming and training
- Legislative Outreach; Arts Advocacy Day(s) and programs
- Students For The Arts outreach and programming
- Public Forums and Outreach
- Consistent Communications & Coordination with Members, Funders and Partners
- Research and Public Policy
- Call to action by policy makers to increase investment in the arts.

ARftA is governed by a Board of Directors with an Executive Committee. The organization also seeks advice on an ongoing basis from a group of individual volunteers (Advisors) drawn from the full diversity of arts and related fields throughout the state; the Committee may provide recommendations to the Board of Directors, support outreach efforts and facilitate the organization’s networking throughout the field.