



Executive Director job description

- **Experience**
 - 3-5 years in a leadership or management role
 - Strong writing skills are essential
 - Comfortable with public speaking
 - In arts and cultural organizations and the creative sector
 - Developing and implementing goal-setting with strategic plans
 - Understanding of ADA and other governing laws and regulations.

- **Interpersonal Skills**
 - Build and maintain strong relationships with stakeholders, including donors, volunteers, and community partners.
 - Work with the Board of Directors to ensure effective governance and compliance with all legal and regulatory requirements.
 - As the primary spokesperson, develop and maintain positive relationships with the community and media to promote the organization's mission.

- **Organizational Skills**
 - Fully oversee the planning and implementation of artistic programs and events in collaboration with board members and volunteers, ensuring high-quality programming that aligns with the organization's mission.
 - With assistance from the board, develop and implement strategic plans and goals that align with the organization's mission.
 - Create or improve upon policies, procedures, and processes to clearly define roles and responsibilities for each event/program.
 - Other qualifications include strong time management skills, attention to detail, and the ability to work under pressure.
 - Technical skills including working with Google Drive and spreadsheets, or the ability to learn these quickly, is essential.

- **Marketing and Promotional Skills**
 - Create, write, and distribute regular email newsletters (MailChimp), social media posts and ads (Facebook and Instagram), website updates, and other content to promote our programs and events.
 - Coordinate with our promotional partners (SVI Media, Skyview Lanes & Cineplex, WyoGives, and photographers) to create additional promotional materials.



- Regularly monitor and optimize digital marketing campaigns to gauge success and make improvements.
- **Grant Writing Supervision Skills**
 - Coordinate all grants with a grant writer
 - Maintain an updated and comprehensive grant master list
 - Keep grant information organized within the Drive Folder
 - Send in final reports to grant organizations in a timely manner
 - Use funding responsibly with oversight assistance from the Finance Committee and approval from the board.
 - Keep the Board updated on grant applications and what they will be used for if approved.
- **Budgeting & Financial Skills**
 - Work with the Treasurer and/or Finance Committee to develop a proposed budget to be presented to the Board for approval at the annual meeting
 - In collaboration with the Treasurer and/or Finance Committee, review financial statements regularly and report to the board as requested.
 - Create a profit and loss statement once the current Season is complete
 - Create a profit and loss statement for each program/event
 - Create a budget projection for each program/event
 - File the annual nonprofit status report with the Wyoming Secretary of State and pay annual dues
 - Oversee the submission of federal tax returns, bookkeeping functions, and 1099 preparation as performed by our current bookkeeping vendor, under the direction of the Board and/or Finance Committee
- **Other Responsibilities**
 - Prepare meeting agendas and print meeting materials
 - Organize meeting minutes and documents in the Drive Folder for easy reference.
 - Provide monthly progress report
- **Working Conditions**
 - 20 hour work week (starting) with some lighter and heavier work weeks as events arise. It is expected that this could become a full-time position in three to five years as strategic plans are created and goals are met.