



Executive Director

Job Summary

The Hoffman Center for the Arts seeks an Executive Director (ED) who is responsible for achieving programmatic and financial goals with the support of the board, contractors, and volunteers. They will work closely with program advocates to present innovative and engaging offerings that build upon institutional strengths and broaden the constituents we serve. The ED is a steward of HCA's values and works with imagination, creativity, and flexibility to run a sustainable nonprofit. Hoffman volunteers, staff, and contractors report to the executive director. The ED reports to the Board of Directors through the board president and serves at the pleasure of the board.

Letters of interest and resumes are being accepted at info@Hoffmanarts.org until April 30 or the position is filled.

Responsibilities

Programs

- Organizes and leads the design, marketing, and production of workshops and events in collaboration with volunteer program committees
- Maintains and cultivates program offerings to broaden participation of the community, including full and part time residents and visitors, with guidance and approval from the Board; serves as interim program lead in case of position vacancy
- Helps to identify and develop new opportunities for growth and/or growing HCA programs within strategic guidelines
- Establishes and maintains a marketing schedule for programming such as quarterly or semi-annually

Administrative and Financial Management

- Oversees the day-to-day, hands-on operations of the HCA – organizational calendar, mail, phone, email, banking, gallery reconciliation, internet, building security, donor records and acknowledgements, artist and instructor payments, orders supplies and maintains inventory, etc.
- Ensures compliance with the organization's fiscal procedures and policies, as well as all applicable laws, regulations, and funder requirements
- Prudently manages the organization's resources within the approved annual budget

Communications/Marketing

- Oversees and coordinates organizational communications: promotional materials, flyers, social media, news and e-newsletter and website with contractors and volunteers
- Communicates professionally and responsively with diverse stakeholders, including artists, instructors, participants, donors, foundations, partners, volunteers, media outlets, local businesses, and other allied organizations

Annual Planning

- Develops the annual budget and ED work plan, including measurable goals, in collaboration with volunteers and the Treasurer for board approval



- Monitors implementation of annual plans, working with staff/contractors and board committees to regularly evaluate progress, celebrate accomplishments, and update goals
- Provides insight and offers long-term and short-term input for HCA's maintenance and development of programs, staff, and financial viability

Development

- Participates in development committee meetings and preparatory work
- Supports fund raising events and appeals administratively and with communications
- Actively engages with the grant writing team

Human Resource and Volunteer Management

- In collaboration with the Board, hires, supervises, and evaluates staff and contractors. Has the authority to terminate if necessary
- Develops and directs staff/contractor workplans and goals, providing regular feedback and support
- Implements board-approved personnel policies
- Helps identify, organize, train, and celebrate volunteers

Facilities and IT Management

- Insures appropriate technology planning for the organization's information technology needs
- Oversees the management of landscape and facility maintenance contractor services
- Works with the volunteer facilities committee to maintain physical resources, including facilities and grounds
- Works with the staff and board on long-term planning for facilities and grounds

Board of Directors Support

- Supports the President in preparing for Board Meetings as needed.
- Attends and actively participates in board meetings
- Advises the board on current issues, trends, opportunities, and challenges
- Assists Board with development activities such as recruitment and orientation as requested

Job Qualifications

1. Proven management or leadership experience - a minimum of five years progressive management experience
2. Proficiency with Microsoft Office tools: Word, Excel, PowerPoint; ability to navigate databases, oversee complex calendar scheduling, and troubleshoot technology challenges
3. Demonstrated experience in budgeting, non-profit accounting and financial oversight is preferred
4. Demonstrated ability to develop and maintain positive working relationships internally and externally with the community, donors, participants, volunteers and contractors
5. Demonstrated ability to identify win-win solutions while also upholding policies and boundaries
6. Excellent public speaking, written and verbal communication skills
7. Strong facilitation skills and a collaborative approach
8. Demonstrated ability to deal effectively with demanding situations and design and implement innovative solutions

9. Bachelor's Degree required; Arts education or experience in a creative field is a plus

Requirements

- This is a full-time salaried position that is exempt from overtime pay. The work schedule may include weekends and require long hours and evenings.
- The position requires a current valid OR driver's license and access to a reliable vehicle.
- This position involves occasional physical labor such as setting up or breaking down tables, moving stage pieces, or hanging artwork. Lifting or moving may involve up to 30 lbs.

Compensation and Benefits

- Salary commensurate with responsibilities and experience; range is \$55k - \$60k annually.
- Paid Time Off (PTO) based on accrual and tenure and includes sick leave. PTO accrual is 15-days for each of the first two years.
- Health care stipend of \$500 per month.
- Free tuition for up to four HCA workshops each year.
- Professional development stipend as funds allow.
- Some scheduling and remote work flexibility, in coordination with the team to ensure office and event coverage.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time.