

## **Inclusive Arts Vermont**

### **Job Description: Executive Director**

**Updated: 1/16/2022**

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The Executive Director (ED) of Inclusive Arts Vermont leads a dynamic team of artists and administrators to accomplish the organization's mission. The ED works closely with the Board of Directors to develop and refine the organization's mission and goals, and works with the staff to implement and advance the organization's programs in arts education, training, and exhibitions.

The ED has overall operational responsibility for the organization's staff, programs, public relations, financial management, and fundraising.

It is the responsibility of the ED to sustain a culture in which the values and practices of respect and inclusion are also reflected in the organization's internal management, making the organization a microcosm for changes we want to see elsewhere. This includes facilitating a shared and supportive leadership culture that instills a sense of respect, trust, and responsibility, clear lines of feedback to and from supervisors, and a strong personal connection between program staff and the organization's Board of Directors.

#### **The Role:**

*On a day-to-day basis, the ED can serve many roles including a fundraiser, public speaker, planner, facilitator, administrator, advocate, and partnership-builder, among other things.*

- **Supervision:** The ED is supervised by the Board of Directors, and completes monthly check-in meetings with the Board President. The Executive Director supervises the Development Director, Director of Early Childhood Programs, Director of School & Community Programs, and Director of Community Partnerships.
- **Work Environment:** This is a remote position, with the ideal candidate being located within driving distance of Burlington, Vermont. Occasional in-person meetings with donors and the management team are required. Work is largely in a home-office setting on a computer. This position also requires flexibility in working hours to accommodate evening and weekend programs/ events.

#### **Qualifications:**

*This position requires a strong understanding of accessibility within the arts, proven success in non-profit fundraising and financial management, as well as excellent organizational management and interpersonal skills.*

- **Experience:**
  - A minimum of 3 years experience in a senior management position of a nonprofit organization while providing supervision.

- A minimum of 3 years experience, and proven success with grant writing and fundraising.
- **Requirements:**
  - Creativity, passion, attention to relationships, intentionality, integrity, and flexibility are characteristics that bind the organization and are important attributes of the ED
  - A strategic thinker with a passion for and knowledge of accessibility practices in arts
  - Demonstrated experience securing and managing funding from a variety of sources
  - Understanding of program planning and management tools, with a solid record of seeing projects through to successful completion
  - A strength-based approach to supervision of staff
  - Excellent communication skills
  - Experience in nonprofit finance
  - Facility in working with many constituents, including board, staff, program partners, program participants, the press, and others
  - Openness and acceptance to the experiences of diverse populations.
  - Flexibility in working hours to accommodate evening and weekend programs/ events. A willingness to travel throughout Vermont, and to national/ regional meetings is also required.

**Responsibilities:**

*The ED is responsible for a number of core functions at Inclusive Arts Vermont.*

- **Organizational Management:**
  - Facilitate the creation and execution of the organization's strategic plan.
  - Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems
  - Maintain a working knowledge of trends in the field of art accessibility.
  - Maintain a climate that attracts, retains, and motivates a diverse staff of skilled employees, making use of sound human resource practices.
  - Support the cooperative work of the management team, with appropriate provision for training. Assist program staff in relating their specialized work to the organization's strategic plan.
  - Build and maintain effective systems to track progress towards organizational goals and mission. Regularly evaluate program components, so as to measure and communicate successes to the Board, funders, and other constituents.
  - Provide and maintain accessibility accommodations for staff members as needed.
- **Reports to Board of Directors:**
  - Ensure that the Board is fully informed on the condition of the organization, and all important factors influencing it.
  - Assist the Board in the development and refinement of the organization's

- mission, strategic goals, and plans.
- o Support the Board in carrying out its fiduciary and oversight responsibilities.
  - o Assist in the recruitment and engagement of Inclusive Arts Vermont's Board of Directors.
  - o Provide continued opportunities for learning, leadership development, and involvement of Board Members within the Inclusive Arts Vermont programs.
- **Fundraising:**
    - o Create long-term strategies for enhancing the organization's programmatic and financial goals.
    - o Work with staff and the Board Finance Committee, preparing a budget and ensuring that the organization operates within budget guidelines.
    - o Ensure that adequate funds are available for the organization to carry out its work.
    - o Responsible for securing long-term financial resources, developing and maintaining strategic funding relationships, and leading fundraising initiatives with input from the Development Director.
  - **Public Relations:**
    - o Represent the goals, programs, results and point of view of the organization to an external audience.
    - o Maintain relationships with a dynamic network of organizations working in arts, education and disability across the state, and through affiliation networks across the country and world.
  - **Financial Management:**
    - o Develop an annual budget and conduct financial recordkeeping and reporting to ensure that the organization operates within budget guidelines.
    - o Manage financial resources needed for the operation of Inclusive Arts Vermont programs and initiatives.
    - o Be responsible for maintaining and developing sound financial and accounting practices, consistent with accepted best practices.
    - o Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
    - o Maintain records of accounting, including entering receipts and writing checks through QuickBooks.
    - o Process payroll using Gusto.
    - o Complete the annual financial audit with an outside firm and the Board Finance Committee.

**Salary:** \$55,000 - \$70,000 depending on experience