draft 8/2/18 dle

**CULTURAL COUNCIL OF GREATER JACKSONVILLE**

**EXECUTIVE DIRECTOR JOB DESCRIPTION**

**Leadership**

* Serves as arts and culture leader and champion in the Northeast Florida community.
* Provides vision, strategy, implementation plans and leadership for all Cultural Council activities as agreed to by the Board of Directors.
* Leads collaboration with City, arts and cultural organizations, artists and community.
* Supports cultural organizations through collaborative leadership.

**Development and Fundraising**

* Provides leadership in development and fundraising strategies for arts and culture.
* Leads advocacy for arts and culture with the City and community for funding and support, working in collaboration with Board, arts and cultural organizations and artists.
* Demonstrates the value of arts and culture.

**Advocacy**

* Engages and educates community in arts and culture.
* Attends appropriate local, state and national conferences to develop relationships and enhance the work of the Cultural Council.
* Monitors program initiatives and government activity (national, state and local) for impact on arts and culture in the community.
* Advocates for policy reform where appropriate.
* Develops, maintains and advocates for a community arts and culture plan.
* Leads artist community, communicates artist opportunities and provides professional artist education and support.

**Board and Governance**

* Reports to Chair of the Board of Directors (Board).
* Leads organizational governance.
* Works with Board and Board committees in establishing goals, strategies, tactics and implementation plans.
* Maintains detailed knowledge of the By-laws. Advises Board on governance issues, interpretation of by-laws and recommends necessary revisions.
* Collaborates with Board Chair to assure timely communication with the Board.
* Establishes, communicates and documents Board meetings and agendas in coordination with Board Chair.
* Works with Board and City in assuring a full slate of active directors and maintains current Board rosters.
* Leads Board development and training on organizational objectives and processes.

**Administrative**

* Manages day to day operations of the Cultural Council.
* Develops and manages approved budgets, working with Board and Finance Committee.
* Oversees administration/distribution of City Cultural Service Grant funds.
* Oversees administration of Art in Public Places ordinance through APP Committee.
* Develops an organizational structure that reflects the strategic plan and vision.
* Maintains, develops and manages appropriate staff.
* Establishes and maintains job descriptions for each position and conducts regular staff reviews and evaluations.
* Maintains working relationships with City leaders and City staff.
* Adheres to the Cultural Council by-laws, City and State ethics and Sunshine laws.
* Performs other administrative duties as requested by the Board chair.