

## CULTURAL COUNCIL OF GREATER JACKSONVILLE

Red text is input from CSG leaders and blue text is input from the Search Committee in 2020.

## EXECUTIVE DIRECTOR JOB DESCRIPTION

### Qualifications

- A professional from the nonprofit arts field, preferably with experience at an arts council, or an arts service/advocacy organization.
- Experience as the executive leader of an organization, versed in working with a board, and supervising staff.
- Passionate about the arts and culture, and able to articulate its relevance to both quality of life and economic development.
- A strategic thinker with governance skills who can help the board define the organization's areas of focus, and articulate a consistent mission.
- Local understanding
- Community and stakeholder engagement experience - strategic
- Political savvy – political understanding
- Public policy experience
- Board management and board relationship experience
- Leadership skills/experience - ability to manage and develop a staff of 6-8 and consultants
- Arts and cultural background – do we need an artist or someone with artistic background
- Strong interpersonal and communications skills
- PR/Comms experience
- Financial acumen
- Sound judgement and decision making
- Local resident or willingness to relocate and integrate with the community
- Programming and event management experience
- Non-profit experience – board, work, community, etc.
- Fund development experience – strategic

### 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.
- Attend/participate in local arts and cultural events
- Serve as the face of the organization
- Strategic thinking and planning

## **Development and Fundraising**

- The single most important skill that the successful candidate needs to demonstrate is the ability to successfully campaign for more city funding. We need the strongest possible advocate who is skilled at navigating politics.
- 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**

- The Executive Director must be a fierce advocate for the CSG program, and able to strengthen the relationships surrounding the program, including the Mayor, the City Council and the 27 current CSG recipients, (now 30).
- [Cultivate stakeholder relationships and leverage at the local, state and national level](#)
- 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.
- [Understanding the role of the Board \(governance, policy, etc.\)](#)
- [Engage board in creative ways](#)

## **Administrative**

- A business minded manager who can keep the organization focused on a daily basis.
- Understanding the role of the Executive Director
- Disciplined approach - follow through

- 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.

### **CSGP Recommendations continued:**

A close second concern is the strength of the Cultural Council itself. At various times over the last few years, the Cultural Council has appeared to be a quasi-city agency, a re-grant agency, a funding agency, a producer of its own public programs, a professional development organization, a visual arts organization, and an arts education organization. We believe that a premium should be placed on finding someone who can help the Council resolve these competing priorities, and articulate a coherent picture of the organization and what it does.

Toward these ends, we have four strong recommendations:

1. Hire an arts administration professional, not just a generic nonprofit manager.
2. Cast a wide net, and conduct a national search. The ideal candidate may not be someone from Jacksonville.
3. Engage a national search consultant to guide the process. (We would be happy to make recommendations of firms specializing in the arts.) A typical part of such a firm's process is to help the client define their organizational goals, before writing a job description tailored to those needs. We believe that this exercise will help the Cultural Council resolve its inconsistencies, which will help to hire the best candidate.
4. Ask a member of the CSG community to join the search committee. The CSG leaders cumulatively possess hundreds of years of experience. Many are nationally recognized in their fields. All of this experience could be available to the search process for free.