

CULTURAL COUNCIL OF GREATER JACKSONVILLE

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 – An artist or has 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

- 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 30 current CSG recipients.
- 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 and follow through
- Manages day to day operations of the Cultural Council.
- Develops and manages approved budgets, working with the 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.