**CULTURAL COUNCIL OF GREATER JACKSONVILLE**

**Interim Executive Director – Job Description 2018**

**General**

* The Interim Executive Director is a temporary role intended to bridge the time period between a departing Executive Director and incoming Executive Director.
* The intent for this role is to maintain existing day-to-day operations and initiatives during his/her term.
* Starting of any new initiatives will only be at the direction of the Chair of the Board of Directors.
* Compensation will be appropriate to the candidate skill level and available budget.

**Administrative Responsibilities**

* Manages day to day operations of the Cultural Council.
* 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.
* Maintains and manages appropriate staff.
* Maintains working relationships with City leaders and City staff.
* Adheres to the Cultural Council by-laws, City and State ethics and Sunshine laws
* Monitors program initiatives and government activity (national, state and local) for impact on arts and culture in the community.
* Reports to Chair of the Board of Directors.
* Collaborates with Board Chair to assure timely communication with the Board.
* Establishes, communicates and documents Board meetings and agendas in coordination with Board Chair.
* Is available on-call for any need from Board or staff.
* Performs other administrative duties as requested by the Board chair.

**Restrictions – May require Executive Committee Full Board Approval:**

* Changes in the organization’s vision, mission or values.
* Taking on financial commitments (leases, loans, etc.)
* Sales or purchases of organizational capital assets exceeding $2,500.
* Discretionary up to $1,000 in expenditures and any amount over $1,000 requiring pre-approved by the Chair or Finance Chair.
* Making investment decisions.
* Starting new or discontinuing existing programs.
* Hiring and firing of key staff, including named personnel on grants.
* Changes in staff pay: increases, decreases, bonuses.
* Changes in staff benefits / policy unless required by law.
* Starting new or discontinuing existing fund raising events.
* Adhering to the communications plan and its limits.
* Starting new development opportunities.

**Qualifications**

* Proven management skills.
* Experience in managing not-for-profit organizations.
* Time availability for the anticipated duration.