



**9.1.2018**

**Executive Director Job Posting  
Cultural Council of Greater Jacksonville  
Jacksonville, FL**

The Cultural Council of Greater Jacksonville is seeking an Executive Director to work with the board, staff, civic and arts leaders, and the community to create and implement a vision where Arts and Culture are recognized by all as essential for our quality of life in Northeast Florida.

**About the Cultural Council**

Founded in 1973 as the Arts Assembly of Jacksonville, the Cultural Council of Greater Jacksonville is a 501(c) (3) Local Arts Agency (LAA) whose mission is to enrich life in Northeast by investing in arts and culture. In 1990 the City of Jacksonville designated the Cultural Council as the official re-granting agency for funds dedicated to the arts and cultural sector. The agency's relationship with the City grew in 2006 when the Cultural Council began administering the City of Jacksonville's Art in Public Places Program. The Cultural Council currently provides a range of privately funded programs and services to address the ever-evolving needs of the Northeast Florida community.

The primary roles through which the Cultural Council currently focuses its efforts are to:

- Ensure broad accessibility and public engagement with the arts and culture.
- Build relationships and enhance communication with artists, cultural organizations, education institutions, and the public at large.
- Expand public awareness of issues that affect local, regional, and national funding for the arts and culture.
- Advocate for public and private financial support for arts and culture.
- Promote arts and cultural events, projects, and initiatives in Northeast Florida.

Arts funding in Northeast Florida remains stagnant. We are looking for a dynamic leader who will move the Cultural Council to the center of the action to lead the Council and the arts community in building capacity for greater impact.

More information about the Cultural Council can be found at our website:

<http://www.culturalcouncil.org/>

**Job Summary**

The Executive Director of the Cultural Council will serve as a key arts and culture leader in the community, committed to shaping strategy and developing and executing proactive and quantifiable initiatives that address priority issues in the community. Such efforts will include research and outreach, community collaboration, development and fundraising strategies, advocating for arts funding and policy reform, and other initiatives and programs that support



our vision where arts and culture are recognized by all as essential for quality of life in Northeast Florida.

The Executive Director commits to championing policies and practices of cultural equity that empower a just, inclusive, equitable city and fosters a community that is diverse, inclusive, and collaborative. The Executive Director will strengthen existing relationships, and build partnerships and collaborations with the City of Jacksonville, nonprofits, artists, private industry, community leaders, grantees, and the arts and culture communities.

The position reports to the Board of Directors.

### **Essential Duties and Responsibilities**

The Executive Director will be an experienced executive who will oversee the Cultural Council's overall operational and administrative functions, including oversight of its \$2.8M (2017-2018) annual operating budget:

- Grant making of \$2.5M to 27 arts and cultural organization through the city's Cultural Service Grant Program.
- Oversight of the selection, installation, maintenance and conservation of the existing and new public artworks and memorials in Jacksonville through the expanding Art in Public Places program.
- Shaping strategy and developing and executing proactive and quantifiable initiatives that address priority issues to strengthen our communities through arts and culture, including advocacy, fundraising, and collaboration, with limited available financial resources.
- Management and development of an employed staff (currently seven).

### **Qualifications**

The Executive Director is an experienced executive, passionate about the mission, and with deep knowledge of the arts and culture sector.

#### **Leadership:**

The Executive Director has experience as the executive leader of an organization, well versed in working with a board and supervising/directing staff. He/she is a strategic thinker with governance skills who can help the board define the organization's areas of focus and articulate a consistent mission.

The Executive Director is also a relationship builder and a change leader who inspires, motivates, and influences others through deep relationships. He/she is an effective communicator with a proven track record of collaborative decision-making.

The Executive Director possesses excellent communication skills. The Executive Director also embraces the vision, mission and values of the Cultural Council and exhibits high integrity and transparent leadership.



#### Advocacy:

The Executive Director is passionate about the arts and culture, and able to articulate its relevance to both quality of life and economic development. He or she must possess strong political advocacy skills and proven success working with city/state government and elected officials and community leaders.

#### Fundraising:

The Executive Director has proven experience in developing and implementing effective fund raising strategies.

#### Board & Governance:

The Executive Director demonstrates an interpersonal and political astuteness in dealing with a governing board and has proven experience in building, engaging, and reporting to the board, including development of board capacity in leadership and fundraising.

#### Management:

The Executive Director ensures financial integrity of the organization through general oversight of business operations and solid management decisions and keeps the organization focused on a daily basis. The Executive Director recruits, manages, coaches and develops, and supports an effective and committed staff. The Executive Director is committed to achieving Cultural Equity, ensuring a commitment to diversity and inclusion at leadership and staff levels of grant funded cultural organizations.

### Education and Experience

- 7-10 years related executive management experience in leading a nonprofit organization, preferably with experience at a broad-based nonprofits arts, community education, or service/advocacy organization.
- Bachelor's degree required; advanced degree desired.
- 5-7 years demonstrated experience in fund development and as a visible leader in stakeholder engagement and public advocacy.
- Demonstrated experience building effective, productive, and collaborative community partnerships.
- Demonstrated experience with political engagement strategies.
- Experience with public art programs.
- Experience managing a budget exceeding \$3M.
- Excellent organizational, management and interpersonal skills.

### Compensation and Benefits

Salary and benefits commensurate with qualifications and experience. Cultural Council of Greater Jacksonville is an equal opportunity employer.



## **Contact**

Please submit letter of interest and resume to [SearchCommittee@CulturalCouncil.org](mailto:SearchCommittee@CulturalCouncil.org).  
Resumes will be accepted until September 30, 2018.

*Information in your application may be public information under Florida's Sunshine Law  
(Section 286.011, F.S.).*