



EXECUTIVE DIRECTOR -Job Description

Background: Founded in 1979, the Franklin County Arts Council is a non-profit community organization passionate about Arts and Arts education in our diverse community. The mission of Franklin County Arts Council is to promote and encourage the development and advancement of the arts; to cultivate an appreciation of the arts; and to promote funding and coordination of arts activities county-wide.

Position Available: The Arts Council seeks a dynamic leader to serve as Director to advance the mission and agenda of the organization.

Responsibilities: Under the direction of the Franklin County Arts Council Board of Directors, the Director manages operations and activities for the Franklin County Arts Council including strategic planning, budgeting, marketing, events promotion, and supervision of volunteers. The Director provides the leadership for ethical and effective operations and assures activities of the Franklin County Arts Council follow established policies and function within the Arts Council bylaws.

Primary areas of responsibility include:

- Meet with and update Board of Directors regarding council's current and future needs, upcoming events, and opportunities. Keep a log of projects and attend board meetings to report on projects.
- Implement Board direction when given
- Meet with Diversity Team, Writers' Guild, and other groups to keep abreast of their initiatives providing support as appropriate and submit funding needs to the board for approval.
- Grants - Search for funding opportunities, write, and administer grants for the organization. Administer NC Grassroots Subgrants Program.
- Work with the Treasurer to prepare a yearly budget
- Coordinate projects and programs. Attend events when a Board member cannot attend and assist with the event.
- Manage day to day activities – Emails, phone inquiries, and correspondence.
- Recruit volunteers and new members
- Marketing and PR – submit press releases with photographs to local newspapers highlighting events and projects. Provide content for posting to social media and Franklin County Arts Council website.
- Gallery - manage the *Gallery on The Hill* including financial tracking of income, expenses, and distribution of funds to artist. Maintain artist artworks inventory and displays in the Gallery.
- Meet with members, volunteers, and potential volunteers cultivating relationships to support the Arts Council and identify support/funding opportunities.
- Organize AGM (annual general meeting – November) and send invitations.

Starting Date: October 1, 2020

Procedure for Applying: Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position Attention: Danney Dailey, Board Chairperson, at fcac.arts@fcacarts.org.

For more information about the Arts Council, visit www.fcacarts.org. The Franklin County Arts Council is an Equal Opportunity Employer.