



JOB DESCRIPTION

Executive Director for projectART Wimberley

ABOUT THE ORGANIZATION:

The mission of projectART Wimberley is to support Fine Arts education and provide creative opportunities for students in the Wimberley, Texas, area. As a 501(c)(3) nonprofit organization, projectART nurtures and inspires young artists, supports diverse learning and innovative thinking, and provides real-world experiences that give area students the tools to pursue their creative ambitions and meaningfully contribute to their future communities.

projectART seeks a dynamic and results-oriented Executive Director to provide leadership, build long-term sustainability, and secure community support through individual and corporate partnerships.

KEY RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

Reporting to the Board of Directors, the Executive Director is responsible for leading and managing all aspects of the organization, including:

- Developing and implementing strategies to diversify and increase fundraising
- Managing the organization's day-to-day operations and staff members
- Working closely with the Board of Directors to ensure projectART's future sustainability
- Communicating projectART's impact to the Wimberley and surrounding communities
- Maintaining and leveraging the ARTSPACE, projectART's mixed-use arts education and gallery space in downtown Wimberley
- Developing and implementing an annual operating plan in service to the projectART's three-year strategic plan

This is a full-time, hybrid position based in Wimberley, Texas.

THE IDEAL CANDIDATE:

- Is mission-driven, passionate about empowering youth through arts education, and seeks a job that makes a difference
- Is culturally competent, understands Wimberley and surrounding area demographics, and is empathetic to youth art students' experiences and goals
- Has knowledge and experience with implementing fundraising, communications, and engagement strategies to build support and maintain stakeholder relationships
- Takes initiative to solve problems proactively, is self-motivated, and finds ways to overcome obstacles to achieve the task at hand
- Has an attention to detail that is matched with the ability to think strategically.
- Has excellent written and verbal communication skills with the ability to actively listen and interact with a wide range of stakeholders
- Has a track record of successfully forecasting and managing budgets and using financial data to make timely and effective decisions
- Can establish and maintain a strong, healthy, and collaborative organizational culture

ESSENTIAL DUTIES OF THE EXECUTIVE DIRECTOR:

Leadership and Management:

- Serve as projectART's spokesperson, advocate, and strategic thinker and connector.
- Provide leadership and management of Staff and volunteers
- Develop an annual operating plan in support of the organization's three-year strategic plan and goals
- Lead community partnerships and giving campaigns that will support projectART's mission through funding and support
- Develop, maintain, and support a strong Board of Directors, serve as ex-officio member of each committee, provide effective and timely communications, and collaborate with Board members to support their personal cultivation and stewardship of relationships with donors, prospects, and community leaders

Financial Performance and Sustainability:

- Uphold and maintain the fiscal integrity of the organization through budgeting, forecasting, reporting, and compliance
- Establish policies and procedures to maximize operational efficiencies.
- Provide regular updates to the Board of Directors on progress, exceptions, and contingency planning, as necessary

Fundraising and Communications:

- Meet or exceed annual fundraising objectives by diversifying revenue sources across major donors, corporations, foundations, and individual giving
- Provide tools and resources to guide Board members and other volunteers in identifying, cultivating, and soliciting charitable gifts
- Recruit and effectively use volunteer resources in support of projectART's efforts.
- Ensure compliance with all relevant regulations and laws; maintain accountability standards to donors
- Communicate projectART's mission and impact to donors and supporters, Board members, and Wimberley and surrounding community members to enhance its public profile

REQUIRED QUALIFICATIONS:

- Minimum of 3 years of nonprofit management experience with a successful track record in fundraising and donor cultivation, communications and community engagement, and/or nonprofit management
- Minimum of 3 years of development experience with a successful track record in cultivating donors and raising major gifts for programs and operations

PREFERRED QUALIFICATIONS:

- Bachelor's degree in the arts, arts education, or relevant art world experience
- CFRE (Certified Fund Raising Executive) or other non-profit certification

COMPENSATION:

- \$80,000-\$90,000 annual salary, commensurate with experience
- Health insurance
- 3 weeks paid time off (sick or vacation)

TO APPLY:

Submit a cover letter, resume, and three professional references to:

jennifer@jenniferlongconsulting.com

References will not be contacted until candidates have been interviewed.