

## **Call for part-time director of the Black Swamp Arts Council**

Position: Director – Part time.

Description:

The Director is responsible for the successful leadership and management of Black Swamp Arts Council (BSAC) according to the strategic direction approved by the Board of Directors with a primary focus on the Black Swamp Arts Center.

The Director oversees all day-to-day activities of BSAC including: administration, financial transactions, outreach, education, fundraising, marketing, membership development and management of the Arts Center. The Director is required to maintain effective communication with the Board of Directors, committee chairs, instructors, and volunteers to ensure smooth operation of BSAC and timely resolutions to challenges.

This is a part-time position (24 hours per week, minimum) which receives no day-to-day supervision, but reports to the Board President and the Board of Directors.

### **Duties and Responsibilities of the Arts Black Swamp Arts Council Director**

- Help develop a yearly strategic plan and vision for the Black Swamp Arts Council with the assistance of the Board of Directors.
- Oversee the day-to-day activities and programs of Black Swamp Arts Center, to include:
  - hiring and overseeing instructors and volunteers, scheduling classes and exhibits, maintaining appropriate records, and payments to instructors.
  - Provide records and documentation to the treasurer for payments to artists, faculty, vendors and contractors
  - Some presence in the Black Swamp Arts Center during regular gallery hours.
- Work with BSAC Committee members to help facilitate other programs of BSAC.
- Facilitate marketing/Communications/Public representation for all of BSAC programming.
- Provide regular communication and reports to the Board.
- Develop and manage key metrics that track the effectiveness of programs and fundraising activities and make regular reports to the Board on trends that those metrics reveal.
- Perform other duties or tasks, in a timely manner, which are in keeping with the objectives of BSAC as assigned by the Board.

### Financial Management:

- Monitor the revenues and expenditures of BSAC with assistance from the Treasurer, and report this to the Board at meetings.
- Develop an annual budget for BSAC with the assistance of the Treasurer, and present it to the Board for approval.
- Manage BSAC activities and programs to conform to the budget.

### Membership Administration and Development:

- Make recommendations to the Board for a membership program and then follow up with membership drive and record keeping to ensure effective membership program.

#### Outreach and Fundraising:

- Identify grant opportunities and make recommendations to the Board.
- Coordinate, supervise, and aid in the preparation and submission of grant applications.
- Function as donor/sponsor contact and manage donor database including writing the thank you notes to donors.
- Represent the BSAC and raise community awareness with local and regional agencies and organizations.
- Network with local and regional individuals and groups interested in supporting/partnering with BSAC.
- Make recommendations to the Board for fundraising and development activities

#### Reporting:

- Prepare written report of BSAC activities and submit to the President of the Board no later than two working days prior to each Board meeting, to include Director's recommendations relative to programming, finance, membership, outreach, fundraising, and the Black Swamp Arts Center.
  - Active leadership in the BSAC board meetings.

The Director will be assisted by the Board President, volunteer staff, and board members.

#### **Qualifications**

Degree in Arts Administration, community development or related field a plus  
Excellent understanding of community-based arts programming  
Strong leadership and project management skills  
Excellent communication, social media, and relationship building skills  
Experience in fundraising and grant writing is an asset  
Strong organization and self-direction skills  
Solid technology skills  
Salary commensurate with experience.

Please submit your resume, cover letter, and list of references to:

Black Swamp Arts Council, PO Box 452, Archbold, OH 43502

or email to:

[info@blackswamparts.com](mailto:info@blackswamparts.com)