

Sierra Arts Foundation
17 South Virginia Street, Suite 120
Reno, NV 89501
<http://sierraarts.org/>



ABOUT SIERRA ARTS FOUNDATION

Sierra Arts Foundation's Mission is to be the region's premier arts organization, with an emphasis on teaching, nurturing, and supporting the arts in our community. We provide educational opportunities for artists of all ages, as well as professional development, training, financial support, and marketing assistance. We create and manage art venues throughout our community that are accessible for all artists to perform and display their work, thereby enabling more successful arts careers.

Executive Director of Sierra Arts Foundation

Job Purpose

The Executive Director is responsible for the successful leadership and management of the Sierra Arts Foundation according to the strategic direction set by the Board of Trustees.

Primary duties and Responsibilities

The Executive Director is responsible for the following:

Leadership

- Participate with the Board in the execution of the vision and strategic plan to guide Sierra Arts Foundation.
- Identify, assess, and inform the Board of internal and external issues that affect Sierra Arts Foundation.
- Act as a professional advisor to the Board on all aspects of Sierra Arts Foundation activities. Foster effective teamwork among the Board, the Executive Director and staff.
- Act as the primary spokesperson Sierra Arts Foundation.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent Sierra Arts Foundation at community activities to enhance the organization's community profile.

Operational planning and management

- Develop an operational plan to implement the Board's vision and strategic plan.
- Oversee the efficient and effective day-to-day operation of Sierra Arts Foundation.
- Draft policies for the approval of the Board and prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure personnel, financial, client, donor and volunteer information is kept private and confidential.
- Provide support to the Board by developing meeting agenda and supporting materials.
- Program planning and management.

- Oversee the planning, implementation and evaluation of the Sierra Arts Foundation's programs and services.
- Ensure the programs and services offered by Sierra Arts Foundation contribute to the organization's mission and reflect the priorities and approved budget of the Board.
- Monitor the day-to-day delivery of the programs and services of Sierra Arts Foundation to maintain or improve quality.

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Facilitate the development and maintenance of human resources policies, procedures and practices including the development of job description for all staff.
- Oversee the implementation of the human resources policies, procedures and practices.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the technical and personal abilities to help further Sierra Arts Foundation's mission.
- Ensure that all staff receives an orientation to Sierra Arts Foundation and that appropriate training is provided.
- Supervise staff using a performance management process which includes monitoring performance on an on-going basis and conduct an annual performance review.
- Make promotion, reassignment and/or release recommendations to the Executive Committee.

Financial planning and management

- Work with staff, the Executive Committee and the Board to prepare an annual comprehensive budget.
- Work with the Board to secure adequate funding for the operation of Sierra Arts Foundation. Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of Sierra Arts Foundation.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of Sierra Arts Foundation according to the approved budget and monitor the monthly cash flow of Sierra Arts Foundation.
- Work with the Board Treasurer to provide the Board with comprehensive, regular reports on the revenues and expenditure of Sierra Arts Foundation.
- Ensure that Sierra Arts Foundation complies with all mandated state and federal reports and filings.

Communications

- Communicate with stakeholders to keep them informed of the work of Sierra Arts Foundation. Establish good working relationships and collaborative arrangements with community groups, the media, funders, and other agencies.
- Work with the Board, staff, volunteers and auxiliary groups to develop and expand Sierra Arts Foundation's visibility and brand recognition through public and media relations, print and web based programs and other marketing activities.
- Oversee publicity for the programs and activities of Sierra Arts Foundation.
- Serve as the primary spokesperson for Sierra Arts Foundation.

Qualifications

Education:

- Bachelor's degree required.
- Business administration experience preferred.

Experience:

- 5-10 years nonprofit experience preferred. Management preferred.
- 5-10 years grant writing experience preferred.
- Supervision of direct report required.
- Excellent computer, web and software skills on PC platforms as well as proficiency in social media platforms.

Should possess the personal characteristics generally recognized as essential for public employees, including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and the ability to work cooperatively with others

Hours

The Executive Director is an exempt employee with a 40+ hour, non-traditional work week and will often work evening and weekend hours to accommodate activities such as Board meetings, classes and representing Sierra Arts Foundation at public events.

Please submit all resumes to recruiting@sierra-arts.org by August 29, 2017.