



Alliance for the Arts CEO/Executive Director Job Description

Updated: October 2020

About the Alliance for the Arts:

The Alliance for the Arts is a vibrant and welcoming nonprofit visual and performing arts center located in the heart of southwest Florida. The Alliance's year-round schedule of events has become a staple for the community to connect with each other and to the arts during engaging gallery exhibitions, inspiring art classes and stimulating theatre productions. The Alliance is creative space that spurs and supports self-expression, imagination and equity.

Designated as the local arts agency for Lee County by the State of Florida, the Alliance is located on a 10 acre campus and provides innovative programs and services to artists, arts organizations, educators, youth and the general public. Over the last 10 years, the Alliance has seen year over year budget growth in both earned revenue and community support, 60% growth in membership, 100% growth in onsite arts activities and the completion of a 1.5 million campus enrichment project.

Position Description:

The Executive Director reports to the Board of Directors and serves as the chief executive officer of the Alliance for the Arts. In such capacity the Executive Director provides leadership, creates vision, and carries out strategic planning and programming for the Alliance. The Executive Director executes operating strategies, manages administrative staff, leads fundraising efforts, and establishes relationships within the arts community.

Duties and Responsibilities:

Leadership and Management

- Provides innovative leadership and direction to effectively execute the Alliance mission, vision and values, as well as, its annual goals and objectives
- Develops and implements the organization's Strategic Plan and annual action plans in conjunction with the Board of Directors
- Hires, supervises, motivates, develops, and evaluates staff
- Builds team cohesion to foster a climate of supportive collaboration and high performance
- Plans and implements effective and consistent communications within the organization to ensure a focused effort and well-coordinated activities
- Explores and cultivates strategic partnerships with community organizations, government and businesses
- Stays informed of trends, issues, events, and developments within the arts community through professional contacts, conferences, board affiliations and peer interactions

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Operations and Finance

- Develops an annual budget and financial strategies for approval by the Board
- Develops and manages the annual and capital fundraising in conjunction with the Development staff
- Develops, implements, and supervises programs and services that are consistent with the organization's mission and Strategic Plan and meet the needs of constituents
- Oversees the management of all funds, consistent with the organization's accounting system
- Clearly articulates and interprets the organization's financial statements including the 990, Profit and Loss and Balance Sheet
- Ensures there is consistency between programmatic objectives and available resources
- Works with staff to ensure the achievement of all operational and financial targets
- Oversees the maintenance of the campus, buildings, equipment and supplies in conjunction with designated staff members
- Oversees renovation projects, safety inspections and facility improvements

Communications, Community Relations and Advocacy

- Develops effective working relationships with the community to ensure that the arts are represented in the community-at-large
- Serves as the chief spokesperson for the Alliance for the Arts to the press, at public events and in the community; articulates and communicates the value of the arts in improving our quality of life, and promotes community support of the arts
- Directs the promotion of the Alliance and its programs through media and to the general public, in effect, manages the public image of the Alliance
- Advocates at the local, state and national level to implement arts programming and to deliver the message that arts are socio-economic drivers
- Maintains close working relationships with members of the Alliance for the Arts constituents, including, but not limited to, higher educational institutions, school districts, funding organizations, media and arts groups, and leaders in the community

Fund Development

- Identifies and executes funding requests through a variety of channels consistent with the mission of the organization, e.g. grant-writing, annual giving letter to donors and additional fundraising activities
- Works with the board to ensure a sustainable funding base for the organization; sets fundraising goals, creates strategies and targets for all donor segments with particular attention to growing unrestricted support from individuals and other sources; and communicates goals, strategies and progress to the board

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Board Relations

- Keeps the Board of Directors informed of Alliance operations and any critical matters; provides timely and concise financial and fundraising assessments
- In partnership with the Board President, coordinates efforts of various board committees and task forces; develops board meeting agendas, schedules, retreats and other activities; develops and recommends policies and procedures as requested by the board of directors; implements approved board policies, program goals and objectives
- Assists the board in identifying and recruiting new members whose talents, backgrounds and commitment are aligned with the Alliance mission

Qualifications:

The Executive Director must be a dynamic and versatile individual who shares the organizations commitment to enrich the community through the arts. All candidates should have proven leadership, coaching, and management experience.

Knowledge and Skills

- Demonstrates skills in visionary, community-orientated leadership
- Strong planning, organizational and analytical skills to ensure quality performance and data driven outcomes
- Demonstrated excellence in organizational management with the ability to coach staff and volunteers, manage, and develop high- performance teams, set and achieve strategic objectives, and manage a budget
- Solid understanding of non-profit revenue models and best practices.
- Past success working with a Board of Directors to ensure governance best practices and developing and recruiting Board members
- Ability to develop and sustain a clarity of vision and strategic focus; ability to balance competing demands well; effectively plan, establish, articulate, and maintain effective organizational and operational priorities
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Excellent verbal, written and interpersonal communication skills
- Ability to reach and work well with diverse groups and individuals, as well as integrate divergent ideas and opinions
- Ability to negotiate, resolve conflicts and solve problems
- A proactive, passionate, self-directed, and continuous learner who knows how to respond to change and how to work smart

Education and Experience

- A combination of experience and education are required, providing the required knowledge and skill sets to fulfill the responsibilities of the position

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- Bachelor's degree from a regionally accredited college or university, prefer emphasis on not-for-profit management or arts administration. Master's degree preferred
- 5 years full time, successful, experience in not for profit management with significant experience in the arts. Prior experience as Executive Director is preferred
- QuickBooks, Donor Perfect, Word Press, Constant Contact experience preferred

Procedure for Applying

For information on how to apply, visit ArtInLee.org/Careers. For more information about the Alliance for the Arts, visit ArtInLee.org. The Alliance for the Arts is an Equal Opportunity Employer. The Alliance is committed to diversity in its programming and in creating a work culture and environment that is reflective of southwest Florida's demography. The Alliance encourages and actively recruits applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.

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