

**Job Posting for Executive Director
Columbia Center for the Arts
January 2012**

Columbia Arts, an Oregon nonprofit, tax-exempt, organization is seeking an Executive Director who is responsible for the leadership and management of Columbia Arts. The mission of Columbia Arts is to promote an arts-rich environment in the Columbia Gorge. As the primary site for these activities, Columbia Arts owns and manages the Columbia Center for the Arts in Hood River, Oregon, including an art gallery, a theatre and art studio. The Executive Director is responsible for day to day operations of the center, the performance of its staff and the success of its programs.

Applicants with general knowledge and understanding related to operating and maintaining of a non-profit arts organization will be given preference during the screening process.

Position requires the following experience and competencies:

- 3+ years Non-Profit Organizational Management and Leadership experience, arts preferred;
- 3+ years Fiscal and Business Management experience;
- 3+ years Fundraising and Development experience;
- 3+ years Community and Partner Relationship building experience;
- Excellent verbal and written communication skills;
- Ability to coordinate multiple projects and assignments simultaneously, manage time efficiently, and deliver on deadlines;
- Confidence in dealing with a broad variety of people at all levels in pressure situations, ability to exercise confidentiality and discretion as appropriate;
- Able to work flexible hours including evenings and weekends.

No phone or email inquiries please. Position expected to begin work in mid-February 2012.

Mail resume and cover letter by January 31, 2012 to:
Columbia Center for the Arts
Attn: Personnel Committee
P.O. Box 1543
Hood River, OR 97031

Columbia Center for the Arts
Executive Director Job Description
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I. Organizational Management and Leadership
25%

- Plans and organizes the work that goes into providing programs established by the decisions of the Board of Directors.
- Selects, leads, directs and develops staff.
- Provides appropriate support and assistance to the Board of Directors.
- Strives to create an environment that promotes innovation, accomplishment and accountability.
- Takes responsibility for setting realistic objectives for the organization based on goals of the Board of Directors.
- Develop effective, efficient plans and strategies for the Board's goal achievement and policy implementation.

II. Fiscal and Business Management
25%

- Plans, organizes and administers the adopted budget. Ensures compliance with legal requirements.
- Plans, organizes and presents the annual budget (with direction from Finance Committee) with appropriate documentation and justification.
- Adequately and accurately reports and projects the financial condition of Columbia Arts in a timely manner (with direction from Finance Committee).
- Presents budget message and balanced budget to Finance Committee in timely manner.
- Effectively oversees the maintenance, preservation and operation of Columbia Arts facilities, buildings and equipment.
- Plans, organizes and supervises most cost effective and economic utilization of human and fiscal resources.
- Recommends priorities for human and fiscal resources.
- Recommends priorities for the allocation of funds.
- Plans for long-term replacement and maintenance of equipment and facility.

III. Fundraising and Development
20%

- Work with Development Coordinator to cultivate and maintain individual and business donor relationships.
- Lead and work with Development Coordinator for grant writing to meet the operations and program requirements.

IV. Communication and Relationship with President and Board of Directors

15%

- Maintains effective and timely communication, both verbal and written, with the President and Board of Directors.
- Maintains availability to Columbia Arts supporters, both personally and through designated staff.
- Establishes and maintains a timely and thorough system of reporting current Columbia Arts plans, activities, issues and progress on projects.
- Plans, organizes and submits materials for presentation to the Board of Directors in clear, concise and comprehensive manner.
- Implements Board action in accordance with the intent of Board.
- Provides adequate expertise and guidance, recommendations and alternatives in policy-making while respecting the integrity of the Board of Directors as a body without exerting undue pressure.
- Responds equally to the President and each member of the Board of Directors and implements directives of the Board as a whole rather than individually.

V. Community and Partner Relations

15%

- Effectively communicates Board policies and decisions to the public and others.
- Appropriately participates in community and partner activities.
- Establishes and maintains an image of Columbia Arts to the community that represents quality programs and professionalism.
- Willing to meet with supporters and partnering groups regarding their interests and concerns.
- Possesses and promotes an attitude and feeling of helpfulness, courtesy and sensitivity to the public.
- Appropriately handles inquiries from media.
- Communicates in a clear and unbiased manner on both special and routine events and issues.
- Promptly responds to and addresses supporters inquiries and public concerns.
- Maintains awareness of developments in the community and other arts organizations that may relate to or affect Columbia Arts.
- Maintains effective working relationships with groups and other arts organizations with which Columbia Arts is involved or interfaces.
- Each of the committees and programs reflect a “customer first” attitude.

Job Competencies

- Demonstrates composure, appearance and attitude consistent with an executive position.
- Energetic and willing to spend necessary time to do a good job.
- Innovative and self-motivated.
- Effectively motivates the organization.
- Keeps informed and abreast of latest developments, legislation and tools available for Arts organizations.
- Must be able to work flexible hours including some evenings and weekends.

Experience and Qualifications

Requires BS in Business or related field plus 2-3 year directly related management experience, preferably in the arts and/or non-profit organizations. Experience in managing personnel and development and grant writing.