



## Executive Director

### **Reports to: Board of Directors**

### **Supervises: Development Director, Operations Directors, Curatorial Team and Finance Team**

The Executive Director leads the Lawrence Arts Center, playing a key role in shaping the cultural landscape and advancing the arts and the Lawrence Arts Center. The Executive Director is responsible for providing visionary leadership, strategic direction, and effective management to ensure the Arts Center achieves its mission, vision, and goals. This role requires a deep commitment to the arts, strong business acumen, and the ability to build and nurture relationships with stakeholders, donors, and the community. This position requires a dynamic and visionary leader who can navigate the intersection of art, business, and community engagement.

### **Responsibilities:**

#### **Strategic Leadership:**

- Develop and articulate a compelling vision and strategic plan for the organization in collaboration with the Board of Directors.
- Implement strategies to advance the organization's mission and objectives, ensuring long-term sustainability.

#### **Fiscal Management**

- Oversee development of annual budget of \$3 million, working in collaboration with executive team; present and gain approval from Board of Directors.
- Manage finances within the annual Board approved budget.
- Provide accurate monthly financial reports to the Board of Directors.
- Oversee work of outside financial management company.

#### **Fundraising and Development:**

- Work closely with the Development Director to lead organizational fundraising efforts. Guide and participate in grant writing, donor cultivation, and relationship management to secure financial support for the organization.
- Explore and develop new revenue streams and partnerships to diversify funding sources.

#### **Community Engagement:**

- Cultivate relationships with the art community, community leaders, government officials, and other stakeholders to enhance the organization's visibility and impact. Represent the organization at public events, conferences, and meetings to promote its mission and objectives.
- Advocate for the arts at local, regional, and national levels, working to build support for the organization and the broader arts community.

**Board Relations:**

- Collaborate with the Board of Directors to develop policies, set strategic priorities, and ensure effective governance.
- Provide regular updates and reports to the Board, seeking input and guidance on key decisions.

**Program Development and Evaluation:**

- Oversee the planning, development, and execution of artistic programs and events that align with the organization's mission.
- Implement effective evaluation mechanisms to measure program impact.

**Team Leadership:**

- Recruit, develop, and lead a high-performing team, fostering a collaborative and inclusive work environment.
- Provide professional development opportunities for staff.
- Ensure HR best practices are being followed.

**Qualifications:**

- Bachelor's degree or equivalent experience in a relevant field (art, theatre, dance, arts administration, business, nonprofit management, etc.); advanced degree preferred.
- Proven leadership experience in a non-profit arts organization or a related field.
- Strong personnel management skills, including developing a positive and productive culture.
- Strong financial management skills and experience with budget development, management, and financial reporting.
- Excellent communication and interpersonal skills.
- Demonstrated success in fundraising and donor relations.
- Knowledge of the arts landscape, cultural trends, and the ability to identify and capitalize on opportunities.

**References and Supporting Materials:**

- Cover Letter
- Resume
- **For final round of interviews–3 References (at least one a direct report)**

**About the Lawrence Arts Center:**

The mission of the Lawrence Arts Center is to create meaningful arts experiences with and for the community through education, exhibitions and performances. We envision a community that embraces arts as a part of everyone's daily life. We are committed to creating a strong sense of community, and to showing energetic creativity, optimistic attitudes, and the ability to problem solve. With "art is for everyone" as our core value, the Lawrence Arts Center is committed to creating a welcoming environment for all to explore the arts. We believe a community that includes a broad range of ways to understand and engage with the world produces an environment to discover, learn and create.

**Salary Range:** \$90-110,000 dependent on experience and qualifications

**Contact:** board@lawrenceartscenter.org