



Executive Director

ATTRIBUTES

The successful applicant must demonstrate a strong ability to balance an artistic vision for the Arts Faire with the acumen of a skilled business person. The position of Executive Director must have excellent communication skills, strong people skills, experience in fund development, business planning and volunteer development.

Necessary Qualifications

- Strong interpersonal skills
- Business sense, very organized
- Experience in events planning
- A team builder
- Ability to manage stress and handle change
- Ability to work with volunteer boards and committees
- Skills in developing and managing budgets
- Interest and appreciation of the arts
- Strong computer skills – MS Office or equivalent
- Knowledge of Cache Valley
- A college or university baccalaureate degree helpful

Approved by Policies & Procedures committee: 10/5/07

Presented for Board approval: 10/16/07

The Executive Director provides leadership, operations management, financial development and fundraising for the Summerfest Arts Faire event. The Executive Director reports to the Board of Trustees of the non profit Summerfest Arts Faire Corporation, and is responsible for the organization's consistent achievement of its mission and financial objectives.

Primary Duties:

The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Operations of the Summerfest Arts Faire event

1. Plan and conduct the three-day Summerfest Arts Faire event in Logan, Utah, coordinating with all related committees, organizations and service providers to assure and present a successful event as defined by the Board of Trustees.
2. Be present and personally active in all aspects of festival management and operations during the entire festival, including the set up times and the take down times.

3. Ensure that the guidelines set out by the Board and the venue management are followed and enforced.
4. Working in cooperation with the Volunteer Coordinator, ensure adequate staffing for all areas related to the successful operations of the festival.
5. Ensure the safety of all volunteers, participants and visitors through responsible procedures and continual monitoring.
6. When so designated by the Board of Trustees, be the primary contact and responsible party in dealings with activities, artists, musicians and other vendors, agencies, suppliers and staff, working in cooperation with and respect to the appropriate committees and their designated chairpersons.
7. If so directed by the Board, and in the absence of an Artist Application and Liaison Committee Chairman, serve as the head of that committee and conduct the operations necessary to secure artist applicants, conduct jurying and approval of qualified applicants, collect funds through established systems, assign booth spaces, arrange for electricity and other special needs and serve as artist liaison before, after and during the festival.

In program development and administration, the Executive Director will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Trustees, and carry out plans and policies authorized by the Board.
3. Working in cooperation with the Volunteer Coordinator, promote active and broad participation by volunteers in all areas of the organization's work.
4. Working in cooperation with the Board officers, maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain professional and positive relations with staff, committees, Board members and volunteers.
6. Provide input and assistance and support to the committees of the Board of Trustees, when required by the committee or the Board.
7. Oversee, maintain and safeguard the physical assets of the corporation.

In communications, the Executive Director will:

1. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it, including related correspondence.
2. Working in cooperation with the Public Relations/Marketing Committee, publicize the activities of the organization, its programs and goals.
3. Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations and the general public, as directed by the Board.
5. At all times maintain a professional and respectful demeanor and maintain an effective system of communications throughout the community, as directed by the Board, with government agencies, the media, community and arts organizations, suppliers, competitors, the Board, its committees and volunteers, to build and maintain a positive image for the organization.

In budget and finance, the Executive Director will:

1. Be responsible for maintaining sound financial practices, working closely with the Finance Committee and Board Treasurer, under the direction of the Board.
2. Work with the Treasurer, Finance Committee, and the Board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the President and Secretary of the Board of Trustees, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

In fundraising and financial development, the Executive Director will:

1. Provide the leadership, strategic direction, management and coordination for all Summerfest fundraising efforts. The Director will create fundraising strategies that increase the organization's support from individuals, corporations, foundations and other sources. The Director plays a key role in identifying, cultivating and soliciting major donors for capital and annual gifts. The Director will work in close collaboration with the President, Fundraising Chairman and other key committee leadership to achieve the fundraising goals of the organization.
2. Maintain a proactive, creative leadership role in the identification, cultivation and solicitation of individual, corporate and foundation contributions;
3. Cultivate and directly solicit key donors, working with the Board and Fundraising Chairman and other key volunteers, as appropriate;
4. Develop annual fundraising plan in collaboration with the Board and its officers along with the Fundraising Chairman for presentation to the Board of Trustees;
5. Prepare, implement and/or oversee all direct mail letters, case statements, grants and sponsorship proposals required to support fundraising efforts;
6. Work in cooperation with the appropriate committees and volunteers to conduct donor patron receptions, events and galas as directed by the Board;
7. Ensure that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority throughout the Summerfest Arts Faire event and organization;
8. Develop and maintain a positive and close working relationship with the philanthropic community, individual and corporate donors, sponsors, Board members and volunteers;

In general, the Executive Director will:

1. Be committed to and enthusiastic about the Summerfest Arts Faire's mission and programs as set out by the Board.
2. Protect the non profit's legal interests and maintain its operations within the law.
3. Obtain advance Board approval before committing or expending funds on behalf of the organization.
4. Perform this job safely, without endangering the health or safety of him/herself or others.
5. Possess effective oral and written communication skills and computer literacy, proficiency with basic computer programs and functions.
6. Demonstrate ability to effectively work within a team structure in cooperation with others on a committee, Board or partnership.
7. Provide detailed reports of progress or developments to the Board on a regular basis.

8. Ability to effectively gain the respect and support of various constituencies, including Board and staff members, donors and foundation and civic leaders.
9. Assume additional responsibilities as appropriate and assigned by the Board.
10. Possess a valid Utah driver's license and maintain current insurance coverage on any personal vehicle used when conducting Summerfest business.
11. Must meet minimum standards of vision, hearing, speech, agility and dexterity, and have the ability to lift 20 pounds.
12. Ideally, the Director would possess personal qualities including:
 - a. highly entrepreneurial, resourceful and flexible;
 - b. effective customer service and customer relations skills;
 - c. a strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused;
 - d. a team builder with strong skills in management and leadership;
 - e. self-motivated, and diplomatic -- sharing information readily, listening as well as giving advice and respecting the abilities of others;
 - f. energetic, physically able and willing to work hands-on in both developing and executing a variety of operations and fundraising activities; and
 - g. Emotionally mature with a sense of humor to maintain balance.

Compensation: based on experience and as negotiated by the Board.

The job description does not constitute an employment agreement between the Board of Trustees and the Director and is subject to change by the Board as the needs of the Board and requirements of the job change.