

# EXECUTIVE DIRECTOR

## Job Description

Under the direction of the Board of Directors and reporting to the Executive Committee, the Executive Director directs and supervises MoCo's day-to-day planning and management. This full-time position is responsible for articulating the vision, fulfilling the mission, implementing the strategic plan, and achieving organizational goals. This is accomplished through a broad understanding of the arts and arts education, community leadership, organizational leadership, and optimizing the organization's capacities.

The Executive Director leads a team comprised of the Program Directors, Development Director, Business Manager, Communications Manager, Facilities Manager, teachers, staff, and volunteers to help ensure the success of MoCo's programs.

### **Responsibilities:**

- 1) Leadership – to preserve MoCo Arts as a community leader in the arts and wellness**
  - a) Advocates for the arts and wellness, and more specifically for MoCo Arts' interests, within the community
  - b) Builds and cultivates key community collaborations and relationships
  - c) Implements the organizational vision and goals
  
- 2) Strategy – to balance MoCo Arts' mission with the needs of the community**
  - a) With the Board and staff, maintains, develops, and implements ongoing short- and long-range strategic organizational objectives
  - b) Identifies and provides information to the Board of Directors and staff on relevant community issues, trends, and opportunities
  - c) Implements and monitors initiatives to achieve MoCo's strategic objectives.
  
- 3) Board Relations – to enable a high-functioning Board of Directors**
  - a) Working with the Governance Committee, generates leads for possible new Board and committee members
  - b) Assists the Board President in developing the agenda for Board meetings
  - c) Participates in Board of Directors and committee meetings.
  - d) Implements and ensures compliance with policies approved by the Board
  - e) Reports to the Board on consequential organizational issues and developments in a timely manner.

- 4) Program Management – to advance program relevance and educational focus**
  - a) Manages the integration of all programs provided by MoCo Arts
  - b) Facilitates the development, implementation and performance of MoCo’s programs with staff support
  - c) Evaluates the success of individual programs to ensure that organizational strategic and budgetary objectives are met
  
- 5) Fiscal Management – to enhance MoCo Arts’ financial position and ensure financial compliance**
  - a) Working with the Finance Committee, establishes a long-term fiscal strategy that ensures financial longevity
  - b) Directs the development and management of the annual financial plan with staff support
  - c) Maintains and implements proper financial controls and safeguards
  
- 6) Development – to achieve MoCo Arts’ fund raising requirements**
  - a) Working with the Development Committee, creates a development plan to achieve operational and strategic development goals
  - b) Directs the development efforts of the organization with staff and Board support
  - c) Cultivates strategic donor relationships in collaboration with Board and staff
  
- 7) Public Relations and Communication – to present MoCo Arts to the community**
  - a) Working with the Communications Committee, establishes a strategic communication plan to promote our image and presence in the community
  - b) Implements the strategic communications plan, for all audiences in all media, with staff support
  
- 8) Operations Management – to ensure safety and to improve efficiencies**
  - a) Establishes and/or maintains support systems for the safe and effective operation of the organization
  - b) Ensures the safety and security of MoCo’s assets
  - c) Implements and ensures compliance with operational policies