



## ORGANIZATION OVERVIEW

The Arts Center of Moultrie is a creative and cultural resource that provides an engaging arts education for children and adults, acts as a steward of permanent collections, and maintains a landmark facility that enriches Colquitt County, Georgia and all of our neighboring communities.

Since our inception, it has been very important for us to share our programs and love for the arts with the community, with an ever-present goal of enriching the lives and minds of all. Activities at the Arts Center are as diverse as the people who live in Colquitt County. With the support and enthusiasm for the arts from the community, we have been able to provide classes year-round, and have specially designed programming to provide an enriched and extended education to our community and many of its special groups. Transformed from the old Moultrie High School in 1987, the Arts Center is housed in a National Register of Historic Places building, which is nearly 100 years old.

## COMMUNITY OVERVIEW

Colquitt County creates a lifestyle unmatched anywhere in the Southeast, with top-notch healthcare, vibrant arts and culture, and excellent educational opportunities. An outdoor enthusiast's ideal destination, Colquitt County offers quail hunting, fishing, international diving, golf, and more. Generations of Ag have shaped our culture of hardworking, diverse, and caring people. Colquitt County has kept its time-honored traditions, yet it welcomes progress, offering a perfect balance of the old and new. Southern hospitality is alive and well here, and those who belong to this community share a powerful bond. With over 170,000 workers within a 30-minute drive, Colquitt County is near several larger cities without the hustle and bustle.

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## POSITION: EXECUTIVE DIRECTOR

Reporting to the Arts Center Board of Directors, the full-time Executive Director shall provide innovative, visionary, responsible leadership to continuously and steadily move the Arts Center of Moultrie toward its short-term and long-term goals. The Executive Director will have overall strategic and operational responsibility for the staff, programs, expansion and execution of its mission. S/he will develop deep knowledge of core programs, operations and business plans.

## ADMINISTRATION & OPERATIONS RESPONSIBILITIES

- Be responsible for the management and administration of the day-to-day business operations in accordance with policies established by the Board
- Serve as a non-voting, ex-officio member on the Board, the Executive Committee and all committees, and report to the President, and as appropriate, to the Executive Committee. The Executive Director shall attend Executive Committee, Board and committee meetings whenever possible
- Serve as the primary representative and spokesperson to the general public, the news media, and to city, county, state and federal agencies
- Employ, terminate and supervise staff in accordance with policy, establish job descriptions and performance standards, and conduct annual staff evaluations
- Maintain an open and productive communication with the Board of Directors and the community at large
- Promote a visionary and strategic direction for the Arts Center and the Board of Directors

## LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize volunteers, Board members, committees, partnering organizations, funders and patrons
- Guide the development, maintenance, and support of a strong Board of Directors; seek and build Board involvement with strategic direction for ongoing local operations as well as for regional outreach
- Lead, coach, develop and retain a high-performance team
- Ensure effective systems to track progress and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders and other constituents

## FUNDRAISING & COMMUNICATIONS RESPONSIBILITIES

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously monitoring the Arts Center's fiscal needs
- Identify grant opportunities, write applications and reports, and meet deadlines in order to continue and increase grant funding
- Deepen and refine all aspects of communications – from web presence to external relations – with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

## PLANNING & NEW BUSINESS RESPONSIBILITIES

- Design the expansion and complete the strategic business planning process for program expansion into new markets
- Work toward building partnerships in new markets, establishing relationships with funders and political and community leaders in each potential new market

## QUALIFICATIONS

The Executive Director will be thoroughly committed to Art Center of Moultrie's mission. The holder of this office should have proven leadership, coaching, and relationship management experience. Other qualifications include:

- Education: Preferably an advanced degree with at least 10 years of senior management experience; track record of effectively leading a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and accomplished strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven evaluation
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate positive Board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills; ability to address a wide variety of audiences with comfort and ease
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, vision, integrity, positive attitude, mission-driven, and self-directed are all desirable attributes, as well

## WORKING CONDITIONS

The Executive Director holds an exempt position, and while eligible for all personnel benefits offered by the Arts Center of Moultrie, must have the ability and flexibility to put in as many hours as necessary to accomplish the organizational mission. Delegation of duties is essential in order to control the number of work hours necessary to achieve execution of duties.

With a small staff, it is sometimes necessary for all personnel to pitch in to accomplish tasks, including set-up and take-down of equipment. Late hours and weekend work are sometimes required due to the Arts Center's event schedule.

## TO APPLY

Please submit a cover letter with salary requirements, resume, and list of three references to Josh Lovett, Board President, at [board@artscenterofmoultrie.com](mailto:board@artscenterofmoultrie.com). No phone calls, please. Applications accepted until filled.