

Northport Arts Association Executive Director Job Description

Northport Arts Association's (non-profit 501c3) is seeking a dynamic and visionary leader to serve as its Executive Director.

The Executive Director is responsible for overall leadership, strategic direction, and effective management of the organization. The ideal candidate holds:

- Passion for the arts.
- A track record of successful nonprofit leadership and fundraising, and
- The ability to engage diverse stakeholders to advance the organization's mission.

Responsibilities:

Strategic Leadership:

- Develop and implement a strategic vision in collaboration with the board of directors to advance the mission and goals of the organization.
- Stay abreast of trends and developments in the arts and culture sector to ensure the organization remains innovative and responsive to community needs.

Fundraising and Development:

- Develop and execute a comprehensive fundraising strategy, including grant writing, donor support and special events.

- Cultivate and maintain relationships with donors, sponsors, and community partners to secure financial contributions for the organization's programs and initiatives.
- Recruit sponsorship of tiered, higher level memberships.

Organizational Management:

- Oversee day-to-day operations ensuring efficient and effective use of resources.
- Provide leadership to staff and volunteers
- Foster a positive and inclusive work environment.
- Collaborate with the board of directors to develop and implement policies that align with the organization's mission and values.

Financial Management:

- Understand the organization's budget in collaboration with the board of directors, specifically the finance committee.
- Ensure financial sustainability through fundraising and expense management.

Program Development and Implementation:

- Involvement in the planning, development and execution of artistic and educational programs.
- Promote artistic, educational events to the community.
- Collaborate with artistic directors, curators, and educators to ensure the high quality and relevance of programs.

Community Engagement & Networking:

- Act as a spokesperson for the organization, building and maintaining relationships with stakeholders, including artists,

patrons, volunteers, fellow arts organizations and community leaders.

- Maintain current membership base. Recruit new members.
- Build base of volunteers for office and event coverage.

Board Relations:

- Work closely with the board of directors to provide regular updates, engage in strategic discussions and seek input on key decisions.
- Collaborate with the board and sub-committees.

Preferred Qualifications:

- Bachelor's degree or experience in a relevant field.
- Proven experience in nonprofit leadership and fundraising, preferably in the arts and culture sector.
- Strong fundraising and financial management skills.
- Excellent verbal, written communication and interpersonal skills.
- Demonstrated ability to think strategically and implement innovative solutions.
- Knowledge of and passion for the arts combined with a vested commitment to the organization's mission.
- Track record of using Social Media platforms.
- Experience in MS office, Google and other tools to enhance communications.

Northport Arts Organization is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

To apply, please submit a cover letter, resume to
northportartsforall@gmail.com. Accepting applications currently
until the position is filled.