



## **Detailed Position Description – Executive Director**

### **Position**

The Executive Director (ED) provides leadership and management to the Hubbard Hall Center for the Arts and Education with direction and guidance from the Board of Directors. They ensure that the mission of the organization is being met efficiently, legally, ethically and sustainably. They will have overall strategic and operational responsibility for organizational development, program quality and expansion, fundraising, financial management, board development, campus oversight, staff and volunteer management and community relations. They will communicate regularly with the Board of Directors through written reports, attendance at Board and Committee meetings and contact with individual Board members. This position allows for flexible scheduling but requires working evenings and weekends for events and certain meetings.

### **Responsibilities**

#### **Leadership & Management:**

- Working together with the Board of Directors, articulate a clear vision, mission, values, strategic objectives and priorities to ensure there is a common understanding by the Board, staff, volunteers and other key stakeholders.
- Create annual plans including strategic planning, annual operating plans and budgets with revenue and expense projections in collaboration with the Board of Directors.
- Develop a long-range strategic plan jointly with the Board of Directors.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations.
- Provide leadership in developing programs, organizational and financial plans with the Board of Directors, and support staff and carry out plans and policies authorized by the board.
- In collaboration with the Artistic Director and Board of Directors oversee the designing and implementation of a long-term artistic vision for the organization. .
- Work with the Artistic Director, program staff and independent contractors to ensure high quality artistic programs and performances by planning and scheduling the annual season.
- Develop a sustainable staff structure, including full-time, part-time, and volunteer staff. This will include hiring, firing, managing, and developing all staff.
- Build the volunteer program to ensure it remains a vital and active part of Hubbard Hall.
- Create, maintain and ensure implementation of organizations policies and procedures.
- Plan for and direct the facilities manager in ensuring the management and maintenance of Hubbard Hall buildings and campus.
- Authorize all contracts signed with external parties or partners, seeking board approval as necessary.

#### **Fundraising & Communications:**

- With support from the Board of Directors, ensure that Hubbard Hall has sufficient resources to achieve its mission and objectives by developing a sustainable fundraising plan.

- Lead major development efforts on donations/grants from foundations, individuals and corporate sources and establish imperatives for targeting and expanding each particular funding segment including institutional and family foundations, individual donors, government, and corporate events.
- In collaboration with the Board of Directors, assess the fundraising plans and capital campaign needs and begin to build a reserve to ensure future financial viability of Hubbard Hall.
- Cultivate and sustain relationships with a wide variety of constituencies including staff, schools, families, current and potential donors, board members and community partners.
- Represent the organization with government, business, and non-profit sectors to secure resources to raise the profile of Hubbard Hall.
- Develop strategic and collaborative alliances with institutions and organizations beneficial to the achievement of Hubbard Hall's mission and objectives.
- Deepen and refine all aspects of communications from web presence to external relations with the goal of creating a strong interest in Hubbard Hall.
- Develop and implement strategic public relations, marketing, and development plans to enhance the awareness of Hubbard Hall to surrounding communities.

### **Liaison to the Board**

- Build strong and effective working relationships with the Chair and other Board Members using a collaborative approach.
- Ensure the Board and sub-committees are appropriately supported and provided with relevant information to fulfill their governance role.
- Working with the Board, develop clear guidelines for decision-making across Hubbard Hall including identifying when it is necessary to inform, consult with or defer to the Board.
- In partnership with the Board, ensure that Hubbard Hall has a governance structure that meets the needs of an organization of its focus, size, and complexity.
- Present Hubbard Hall's proposed activities and budgets to the Board for approval annually.
- Report regularly to the Board on activities, progress towards strategic objectives and financial position.
- Assist the Chair in ensuring that there is a systematic, open and fair procedure for the recruitment of future Executive Directors, with a view to succession, including the development of an emergency succession plan.
- Maintain transparency to the Board of Directors through measurement of financial performance and program impact against stated goals.

### **Financial Management**

- In collaboration with the Board Treasurer and Bookkeeper, manage all Hubbard Hall's finances.
- Draft an annual budget in alignment with program and organizational goals, including:
  - A balanced mix of income sources, including received/committed/expected income;
  - Expenses that support the organization's mission and priorities as well as the preservation and efficient use of the Hall's historic properties;
  - Equitable and professional practices that support employees and artists with fair compensation.
  - Develop financial dashboards and reports in collaboration with the Treasurer.
  - Oversee the management of the organization's mail, including vendor invoices, donations, and payments.
  - Ensure the organization retains appropriate records and follows best practices and GAAP regulations for financial management.
  - Secure all confidential files and documents, cash and keys for the organization.

### **Preferred Qualifications**

- B.A. in a discipline related to the core programs of the organization. Experience in theater and the arts preferred.
- 5+ years of senior management experience in nonprofit management and development including fundraising, programming, operations and human resource management.
- A proven track record of effectively leading and developing strategies in a multi-faceted organization that has taken the organization to the next stage of growth.
- An unwavering commitment to high-quality programs and engaging the community.
- Excellent interpersonal, written, and verbal communication skills. Including a collaborative and inclusive management style.
- Knowledge of the principles and techniques of grant writing and administration, contract administration and negotiation, fiscal and organizational management, marketing and public relations.
- Past success working with a Board of Directors with the ability to support and engage board members.
- Ability to work effectively in collaboration with diverse groups of people.

**Salary:** \$55,000 - \$65,000/year commensurate with experience plus benefits and potential performance-based incentives. Benefits include health care, 3-4 weeks of paid time off and flexible scheduling including working remotely and on campus.

Hubbard Hall values diversity and inclusion in the workplace and is an equal opportunity employer to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.