



## EXECUTIVE DIRECTOR JOB DESCRIPTION

The Arts Council of Placer County (ACPC) was founded in 1983. Since its founding, ACPC has stayed true to and even expanded its original mission, and today boasts a team of four staff and a team of four sub-contractors.

Learn more at [www.placerarts.org](http://www.placerarts.org).

### WHERE WE ARE TODAY

The Arts Council of Placer County (ACPC) is a fiscally sound and thriving organization, known for developing innovative programs, community grants, and fostering partnerships that enhance the arts throughout the region. With a legacy of supporting local artists and enriching cultural life, ACPC continues to evolve and serve as a cornerstone of the arts in Placer County.

We are seeking a dynamic and experienced leader to serve as our next Executive Director, who will partner with the Board of Directors to craft and implement a forward-thinking vision for ACPC's future. The ideal candidate will build on our successes, expand our reach, and guide the organization through its next chapter of growth and innovation. This individual will bring energy, creativity, and strategic leadership to sustain and enhance ACPC's mission of promoting and supporting the arts in powerful and engaging ways.

The new Executive Director will be expected to deepen community engagement, explore new opportunities for funding, and ensure the continued success of our diverse array of programs and initiatives. If you are passionate about the arts and ready to lead a vital organization to its next level, we encourage you to apply.

ACPC seeks a dynamic and experienced executive to continue our legacy and mission. The ideal candidate will partner with the Board of Directors to develop and execute a vision for the next chapter of ACPC, building on our past achievements and leading us to expand on our original vision.

## **RESPONSIBILITIES**

### **Leadership**

- Give direction and leadership to the formulation and achievement of the organization's philosophy, mission, and annual goals and objectives.
- Using the power of storytelling, ignite and kindle the passion for our mission with all organization stakeholders - staff, board, volunteers, donors - propelling them to invite people to join in our work.
- Build a real sense of belonging for those who have found their way to our organization, ensuring that our ecosystem is diverse, equitable, and inclusive.
- Model the leadership you look to see in others by tending to your self-care.

### **Board Partnership**

- Work with the Board and staff to develop and implement policies, procedures, and long-range strategic plans.
- Build, cultivate, and nurture a true partnership with the Board of Directors built on mutual respect and trust.
- Provide the Board of Directors with the resources, information, and training necessary to fulfill their duties and to be organizational ambassadors.
- Actively engage with the Board President to help identify prospective board members who bring the skills, attributes, and lived experience necessary for the board to be the best partner it can be.
- Provide the Board Chair with a "Time and Efforts" report corresponding to each pay period that details projects, duties, and a general time study for the period.

### **Vision and Strategy**

- In partnership with the board and staff, align the organization around a compelling vision for the future, one that we can rally stakeholders and donors around as we secure resources, human and financial to support our work.
- Ensure that mission and core values are developed to provide the organization with a compass to guide us toward our vision.
- Develop goals, strategies, and tactics in the form of annual plans as a key roadmap that introduces an accountability component to the strategy we develop.

### **Management**

- Oversee administrative, financial, and program operations and all personnel matters. (design of staff organizational structure, hiring and firing responsibilities, training and direction, etc.)
- Build, lead, and retain an effective and diverse staff team dedicated to the mission and

with the requisite skills to be successful in their work.

- Establish effective decision-making at all levels to ensure that voices are heard and that short and long-term goals are met.
- Ensure the organization rests on a fiscally sound foundation that relevant parties are informed about fiscal status and that financial information is communicated in a manner accessible to all.
- Negotiate and, following Board approval when required, ensure compliance with all Employer's contracts.
- Maintain a close working relationship with representatives of Placer County, the California Arts Council, local and regional arts organizations, and the volunteers and contractors coordinating the various programs of ACPC.
- Develop and coordinate an active volunteer program.

### **Impact**

- Oversee a programmatic portfolio that is designed with a deep understanding of the communities we serve and that aligns with our mission and our long-range plans.
- Ensure effective systems for program and partnership evaluations and regularly evaluate the program portfolio, ever mindful of the need to adapt to the needs of our communities.
- Bring a spirit of innovation to the program to pilot new ideas that could be incorporated into or will maximize existing and future work.

### **Growing Resources**

- Serve as the fundraiser-in-chief of the organization, setting fundraising strategy and responsible for working with staff, board, and volunteers to identify prospects and close gifts.
- With an understanding that fundraising is relational, develop strategies that ensure that donors are nurtured from their first gift.
- Pursue and incorporate additional revenue sources through a variety of grant applications and other fundraising mechanisms, consistent with the mission statement of the organization.

## **THE IDEAL CANDIDATE**

Our ideal candidate will embody the values of ACPC and bring leadership and strategic insights to the work through the following skills and characteristics:

- A deep belief in and passion for our organization’s purpose.
- Exudes humble confidence.
- Compelling communicator and storyteller.
- Keen understanding of the ability to listen, meet people where they are, and engage in meaningful dialogue with stakeholders.
- Leads and manages with intention.
- Culturally responsive and emotionally intelligent.
- Committed to diversity, equity, and inclusion.
- Demonstrates compassion and empathy, especially in times of crisis.
- Digitally savvy with enthusiasm about its possibilities.
- Leads and manages with a growth mindset, open to learning and adapting.
- Courageous and compassionate truth-teller.
- Recognizes that leadership is a joyful responsibility.

## **COMPENSATION AND BENEFITS**

Salary - \$35/Hourly for up to a maximum of thirty (30) hours per week.

Benefits included - Five paid sick days mandated by the State of California per year.

Job is remote except for in-person meetings when required and attendance at important community events/exhibits.

## **DEI VISION STATEMENT**

ACPC is committed to using the arts to drive racial equity and social justice. The ACPC uses policies and purposeful marketing programs that unite people from diverse backgrounds and life experiences. We are committed to the just and equitable disbursement of resources and support. We will fully integrate race equity into every aspect of our operations and promote art as a tool to break down any barriers.

## **DUTIES**

### **BUDGET**

Work directly with ACPC's Bookkeeper, Barbara Wauters, on evaluation and fulfillment.

- Provide the Bookkeeper with all needed information received that requires payment of expenses.
- Approve and submit payroll for part-time employees.
- Sign all checks prepared by the Bookkeeper as needed.

### **CONTRACTORS**

- Supervise and oversee contracts. Contractors report directly to the Executive Director.
- Negotiate and, following Board approval when required, ensure compliance with all Employer's contracts.

### **PLACER COUNTY ECONOMIC DEVELOPMENT DEPARTMENT**

Work directly with Director of Placer County Economic Development Director on the execution of the County contract:

- Quarterly reports and invoices.
- Annual Presentation to the Board of Supervisors.
- Any special projects that may come up.
- Oversee the Community Grant program.

### **STATE & LOCAL PARTNERSHIPS**

Act as the main point of contact with SLPs:

- Communication with California Arts Council on possible funding and any responsibilities connected with being a State/Local Arts Partner.
- Report to BOD on received funds.
- Attend virtual monthly California Arts Council Board Meetings.
- Attend virtual monthly State/Local Partner meetings.

### **PROGRAM PARTNERSHIPS**

- ED and staff will coordinate with the Program Partnership facilitator to help find and administer Program Partnership agreements.

### **OFFICE RELATED DUTIES**

- ED receives and responds to all Email, phone, and USPS correspondence.

### **PUBLIC ATTENDANCE REQUIRED TO REPRESENT ACPC**

- Attend various public meetings, exhibits, and events as needed to represent ACPC to the broader community.

### **COMMUNITY ARTS GRANTS**

- Act as liaison to, and non-voting member of, Grants Committee.
- Attend all Grant Committee meetings.
- Receive all grants submitted via our website and submit them to the Grants Committee.
- Work with the Bookkeeper on funds disbursement.

- Work with Admin who maintains Google data sheets that contain a log of all grants, records results of grants committee allotment meetings, and notifies recipients of results. (including stipulations for receiving funds and reporting required)

#### **FUNDRAISING**

- Work with the BOD and Board Chair to seek outside funding.
- Pursue and incorporate additional revenue sources through a variety of grant applications (working with a Grant Facilitator) and other fundraising mechanisms, consistent with the mission statement of the organization.

#### **ADDITIONAL BOARD PROJECTS AS NEEDED**