**Title:** *Executive Director, Belton Center for the Arts (BCA)*

**Function:** Assumes primary leadership responsibility for organization's overall management and growth within the policies and guidelines established by the Board of Directors. Duties include serving as the organization's primary spokesperson, curator of all gallery events building relationships with similar alliances, fundraising,planning, and overseeing office administration.

**Hours:** Full-time, evenings and weekends as needed **Reports to**: Board of Directors

**Specific duties include (but are not limited to}:**

**Fundraising and Development:**

• Work with the Board to secure adequate funding for BCA

• Research and meet with potential funding sources

• Cultivate potential and existing funding sources

• Write funding proposals and submit necessary reports

• In conjunction with the Board President, organize and plan agendas for board meetings

**Marketing and Public Relations:**

• Assist in developing a high public profile for BCA, including marketing strategies/implementation

• Undertake any public relations efforts in cooperation with the President and/or other

spokespersons

• Serve as one of the primary spokespersons for the Center

• Network on behalf of BCA with corporations, and other relevant institutions

**Member and Board Relations**:

• Communicate program activities to current and prospective members

•Respond to members' requests for information and facilitate sharing of information

between members

• Assist the Board in all its functions, including orientation, recruiting, communications,

development and committee work

• Coordinate all communications to Board and serve as staff liaison

• Serve as staff support for standing committees and ad hoc committees as necessary

**Administrative and Personnel**:

• Oversee the day-to-day operations of

• Supervise staff and volunteers

• Develop annual operating plan, in conjunction with Board Treasurer and President

**Finance and Accounting**:

• Oversee and manage financial and accounting operations

• With Treasurer develop financial and policy recommendations to Board and Executive Committee

**Qualifications:**

• Three years of nonprofit leadership or senior management experience with visionary leadership

• Demonstrated fundraising skills

• Strong written and oral communication skills; administrative skills, and interpersonal skills

• Ability to develop relationships with both corporate and grassroots representatives

• Demonstrated success in building coalitions and strong interpersonal skills