EXECUTIVE DIRECTOR
Job Description

Background: Founded in 1973, the Arts Council of the Morris Area (Arts Council) is a non-profit organization committed to a mission of bringing the arts to the center of community life. It accomplishes that mission through initiatives that focus on arts education in the schools, arts programming in the community, arts advocacy, and programs that nurture and support our local artists and arts organizations. The Arts Council’s office is located in Morristown, NJ in a LEED certified “green” building.

Position Available: The Arts Council seeks a dynamic and experienced leader to serve as Executive Director to advance the mission and agenda of the organization. Recognized as a model statewide, the Arts Council provides innovative programs and services to artists, arts organizations, educators, youth and the general public.

Responsibilities: The Executive Director serves as the chief operating officer of the Arts Council, working closely with and reporting to, the President and the Board of Trustees. The Executive Director directs and administers all programs, operations and policies in addition to supervising a professional staff of six.

Primary areas of responsibility include:

- Strategic Planning – develops and implements the organization’s Strategic Plan and annual action plans in conjunction with the Board.
- Program Development and Management – develops, implements and supervises programs and services that are consistent with the organization’s mission and Strategic Plan and that meet the needs of constituents.
- Fund Development/Grant Oversight and Fiscal Management – together with the Board, develops and manages the fundraising and financial strategies of the organization; develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization’s accounting system.
- Staff Leadership and Management – motivates and develops the professional management team; hires, supervises and evaluates staff; coordinates work with the Board’s committees, volunteers and partner organizations.
- Community Relations – develops effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the Arts Council serves.
- Advocacy – serves as the chief spokesperson for the Arts Council in the community; articulates and communicates the value of the arts in improving our quality of life, and promotes community support of the arts and the Arts Council.
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

For those requiring special accommodation, a list of marginal job functions is available upon request.

Experience/Qualifications:

- Colleges graduate with at least 5 years management experience, preferably in a nonprofit organization, with significant experience in the arts or a related area; prior experience as President or Executive Director is preferred.
• Master’s degree in a relevant field is a plus.
• Knowledge of the Morris area arts community is a plus
• Proven record as a successful fundraiser.
• Outstanding written, oral and interpersonal communication skills.
• Strong planning, organizational and analytical skills.
• Ability to positively motivate and develop staff, board, and volunteers and build consensus.
• Visionary and innovative thinker.
• Ability to work collaboratively with all sectors of the community, the Board of Trustees and staff.

Compensation: Salary range, $60,000-80,000, commensurate with experience.

Starting Date: Immediate

Procedure for Applying: Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position and salary requirements to Alan Levitan, Board President, at jobs@morrisarts.org. Deadline for applications has been extended to March 16, 2012.

For more information about the Arts Council, visit www.morrisarts.org. The Arts Council of the Morris Area is an Equal Opportunity Employer.