Job Announcement

**Job Title:** Executive Director  
**Location:** 122 First Street SE, Little Falls MN 56345  
**Compensation:** $41,000 annually, 80 hours personal time off (PTO) and paid holidays  
**Status/Hours:** Full-time, salaried position (minimum of 2080 hours annually), exempt.

**About Great River Arts (GRA)**  
Our mission is “to enrich lives through the arts and become the art hub for the Morrison County area; playing a significant role in sustaining the community’s artistic and economic vibrancy.”

**Summary of Work**

GRA is seeking a dynamic leader to fill the role of our new executive director. The successful candidate will possess excellent communication skills, have experience supporting strategic visioning in partnership with community stakeholders and possess the necessary skills to comfortably facilitate collaborative projects, programs and services.

Ability to make sound decisions and professional judgements is important. This position oversees a variety of tasks performed by staff, volunteers and community partners, which is best suited to candidates that have experience managing people and projects efficiently; while also understanding that at times, they may need to work independently and effectively multi-task to meet deadlines. In addition, the best leader will understand the importance of researching and acquiring the resources necessary to ensure the organization is able to operate successfully.

We expect that all candidates will have an appreciation for the arts. And, although this work supports and connects the community to the creative class, the director need not be an artist to apply.

**Minimum Qualifications**

- Bachelor’s degree in nonprofit management, business or related field.  
- Three to five years of experience in a nonprofit leadership position or management.  
- Expertise in strategic planning, grant development and fundraising.  
- Valid driver’s license and ability to travel regionally.  
- Both evening and weekend availability may be necessary.

*March 2021*
Demonstrated Skills
- Experience with budget oversight, including management of earned revenue and expenditures.
- Ability to conduct prospect research, grant proposals, and associated reporting based on strategic organizational outcomes.
- Experience managing a variety of staff positions – working towards key program and service goals in a timely manner.
- A history conducting product inventory and maintaining the aesthetics of a physical store (interior and exterior spaces) - providing the up-keep necessary to operate retail spaces and/or exhibits onsite.
- Proven track record of maintaining positive community partnerships and engaging in opportunities in a rural setting.
- Skills developing, implementing and evaluating programs and services.
- Ability to effectively communicate operational, administrative or community-based opportunities and challenges.
- Comfortable with both PC and Mac products, with knowledge of Google software, with an interest and ability to learn new technology and software as needed.

Desired Qualifications
- Excellent interpersonal, communication and organizational skills.
- The ability to follow through on multiple projects, set priorities, and work with minimal supervision.
- Knowledge of principles and practices related to visual, performing and/or arts education.
- Ability to interview potential teachers, volunteers, staff and other community partners to match their skill sets with programs and services.
- Nonprofit board governance and annual reporting based on their articles of incorporation and organizational by-laws.
- Experience running, reviewing and articulating nonprofit financial reports to a board.
- Ability to support annual donor campaigns and stay informed of laws pertaining to documenting gifts.
- Experience overseeing fundraisers and coordinating membership drives.
- Talent planning and coordinating events or managing site rentals.
- Ability to design and implement communications plans across a variety of platforms including Shopify (website), social media platforms including Facebook, Instagram and MailerLite, etc.
- Graphic design experience, specifically in Canva, InDesign & Adobe Photoshop preferred.
Knowledge of

- Quickbooks Online for Nonprofits and at least basic accounting skills.
- Knowledge of nonprofit excellence and board management utilizing Robert's Rules of Order.
- Familiar with human resource regulations, labor laws and site posting requirements; or the willingness to seek additional resources to support this body of work.

Interested candidates are invited to send a cover letter and resume demonstrating their experience. Applications will be accepted by email at info@greatart.org or by mail attention Search Committee to PO Box 157, Little Falls Minnesota 56345.

The position will be open until filled. However, the first round of interviews will begin the week of March 22nd.

GRA is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. This policy extends beyond employees, to our board, memberships, passionate volunteers, as well as the talented artists we engage throughout our programming.