Job Description

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

Great River Arts (GRA) is a nonprofit, member-based organization, governed by a volunteer board that provides multidisciplinary art experiences in greater Minnesota. The executive director supports the president and reports directly to the board. This position is responsible for overseeing staff, contractors/vendors and volunteers delivering GRA programs and services.

**Summary of the Work**

**Board Governance & Development (15%)**
The director is responsible for the development of the board and its members; while also documenting, communicating and implementing board decisions to staff, paid GRA members, and other community partners in keeping with nonprofit governance rules and regulations.

This position schedules, coordinates and generates data for quarterly board and special meetings; in partnership with the president. The director is required to routinely generate financial reports for the executive committee (balance sheet/financial statement of position, profit and loss statements and budget v. actual reports) and develop board meeting materials (agenda, supporting documentation, etc.).

**Fiduciary Responsibilities (30%)**
Provides financial oversight in the form of revenue generation encompassing fundraising, donations, memberships, sponsorships, and grant development activities. The director is responsible for inputting, tracking and reporting earned revenue for each program and service.

In addition, the director inputs expenses in the chart of accounts and remits associated payments. Oversight is provided to accountants supporting audits, sales tax payments, payroll, and end of year documentations (1099, W-2 and 990) to both State and federal agencies.

**Staff Oversight (20%)**
The director works closely with community partners, artists, and members to articulate the strategic direction and vision of the organization, while overseeing the work completed by staff and volunteers in support of all programs and services offered by GRA. Traditionally, this body of work included arts education, visual arts/retail, performing arts, private rentals and GRTV –

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public access channel 180, but may change based on program assessments, staffing, equipment and facility constraints or assets.

**Manage Programs & Services (20%)**
Leverages the skillsets of staff and/or artists to identify, develop and/or implement programs and services that align with the organization’s mission and strategic plan, relevance in the community and interest from creative partners.

Establishes, designs and implements communication plans that includes electronic newsletters, social media posts, retail vendor updates, website content, branding and signage for GRA.

**Member Development & Appreciation (5%)**
Oversees the organization’s annual paid membership drive.
Identifies, markets and coordinates the shipment of thank you gift packages based on various membership levels. Coordinates recognition opportunities (window vinyl, newsletters, website, donor wall, etc.). Selects and communicates at least four special member only offers throughout the year.

**Facilities (3%)**
Supports the preservation and maintenance of the facility in keeping with the city ordinances, ADA regulations and the local Historic Preservation Commission (HPC) guidelines. This is accomplished by documenting, prioritizing and managing facility improvements based on structural needs and contract estimates.

**Miscellaneous (7%)** Tasks include but are not limited to the following:

Serve as liaison to the local community groups; along with regional, state and federal offices as a participant in key meetings, workshops, programs, events, etc.

Plan and host the annual meeting for GRA members – communicating GRA’s year in review, key financials and coordinates board leadership votes.

Coordinate staff, volunteers, board recognition.

Manage technology and system(s) maintenance, upgrades or integration when appropriate.

Oversees the periodic maintenance of the facility and corresponding equipment.

Other duties as assigned by the board or determined necessary.

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