



SUREL'S PLACE
EXECUTIVE DIRECTOR

Surel's Place in Garden City, ID (Boise) is seeking a full time Executive Director to carry out the organization's mission to provide professional creative live-in residencies and fully supported art events for local artists and patrons. The Executive Director is responsible for program operations, fiscal management, development, and interactions with donors, the community and other nonprofits as well as the overall administrative management of the organization.

The ideal candidate will be a detail oriented, energetic and tenacious arts ambassador with a clear understanding of how the arts impact individuals and communities culturally, socially, and economically. He or she will have demonstrated non-profit leadership experience, interpersonal skills, task management, personal accountability and customer focus.

surelsplace.org/edsearch

JOB REQUIREMENTS

- 5 years of relevant leadership experience in a nonprofit setting.
- Proven success in planning, managing and implementing successful development programs.
- Proven ability to implement operating plans and manage staff.
- Verbal and written abilities to communicate the organization's mission and vision to stakeholders in the community including board members, staff, patrons, artists, and donors/funders.
- Genuine interest in art and art making; appreciation for traditional studio arts, music and writing as well as an openness to new genre and experimental work; desire to make art an accessible experience to all, experts and novices alike, regardless of background.
- Ability to work flexible hours in relationship to programmatic activities.
- Competency and comfort with all standard computer and internet applications, including Microsoft Office, Quickbooks, and social media and email marketing platforms.
- Bachelors Degree, in a relevant field including education, business or the arts.

JOB SUMMARY

DEVELOPMENT

- Develop and execute a comprehensive fundraising plan from public and private funding sources, including grant writing and corporate support.
- Serve as the chief fundraiser for the organization responsible for all major gifts, sponsorships, naming rights and underwriting, events, and annual campaigns.
- Focus on identifying, cultivating, soliciting and stewardship of major donors, including individuals, families, corporations, organizations and foundations.
- Enhance, develop and lead earned income revenue opportunities.
- Develop collateral benefit for donors in the form of donor-only access opportunities.

MARKETING

- Develop and execute a comprehensive marketing strategy.

- Maintain website with current updates and changes to existing information.
- Ensure quality of all staff-created e-newsletters to subscribers.

OPERATIONS

- Develop and implement strategies, along with the Board of Directors and Program Coordinator, to fulfill the organization's mission to be a welcoming organization that offers creative residencies to qualified emerging, mid-career and established artists as well as professional, high quality art experiences to art novices and experts alike, regardless of age or background.
- Host, attend and help implement public events on occasional evenings and weekends, including art events and fundraising events.
- Interact with artists-in-residence and local artists that we serve on a regular basis, and serve as organization's ambassador at all public events.
- Oversee annual operating plans for all programming.
- Prepare the annual operating budget for Board approval and quarterly forecasts; oversee financial operations and accounting; supervise the annual audit.
- Develop, maintain and support a strong Board of Directors; create meeting agendas in collaboration with the President; and lead an annual strategic planning session.
- Maintain existing and develop new collaborations with partner organizations and government entities.
- Ensure programmatic excellence by tracking impact and regularly evaluating to measure successes that can be effectively communicated to the Board, funders and the community.
- Maximize and maintain the building and grounds, including hiring and managing sub-contractors for cleaning, landscaping, or other tasks as needed.

STAFF MANAGEMENT

- Develop and manage an annual staffing plan, including volunteers, based on the budget and objectives.
- Hire, manage and evaluate all staff members.
- Ensure compliance with all laws and regulations affecting employees and employers.

TO APPLY:

Deadline: July 15

Documents: Place the following documents in one email to rebecca@surelsplace.org. Please put "Attention Executive Director Search Committee" in subject line.

- Cover letter
- Resume
- Three references, including a brief description about your relationship to each person listed.