



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 artists' residencies and fully supported art events for artists and patrons. The Executive Director is responsible for development, fiscal management, operations, administrative management and interactions with stakeholders including donors, sponsors, and collaborating organizations.

Note that the Director of Programming is responsible for administering our regular art events and residencies, so the primary responsibilities of the Executive Director do not include the day-to-day tasks and management of said programming, though collaboration with the Director of Programming is key.

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 development and leadership experience, media relations and public speaking skills, project management success, personal accountability and interpersonal skills with a focus on customers, including the artists and patrons we serve.

Note that Surel's Place is committed to the practice of antiracism at all levels of our organization, and we enthusiastically encourage people of color to apply.

surelplace.org/employment

JOB REQUIREMENTS

- Proven success in planning, managing and implementing non-profit development programs.
- 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.
- Proven ability to implement operating plans and manage staff.
- Confidence as a public speaker in front of individuals, small and large audiences, and members of the press.
- 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.
- Master's degree in arts or non-profit leadership or relevant experience in a nonprofit setting. Bachelor's degree, minimum.

JOB SUMMARY

DEVELOPMENT: Development is the top-priority of the Executive Director

- Develop and execute a comprehensive fundraising plan from public and private funding sources, including grant writing, corporate support, and capital campaigns.
- 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. This includes management of our growing membership program.
- 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 including social media.
- 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.
- Help 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.
- Be on ad-hoc committees along with board members and community members.
- 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 (currently a half time Director of Programming and a part-time Staff Assistant).
- Ensure compliance with all laws and regulations affecting employees and employers.

SALARY: \$52,000-57,000

BENEFITS: Benefits to be negotiated for full time employees.

TO APPLY:

DEADLINE: November 20

EMAIL: a resume including related job experience and cover letter to board@surelsplace.org.

QUESTIONS?

If you have questions after reading the job description thoroughly,

please contact Becky Mitchell Kelada: rebecca@surelsplace.org

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 artists' residencies and fully supported art events for artists, patrons, and students.

Founded in 2012, Surel's Place has fast become a fixture of Idaho's art landscape, having received a Governor's Award for Excellence in the Arts in 2018, The Idaho Non-Profit Center's Outstanding Non-Profit Award in 2019, and support from both The Idaho Commission on the Arts and the National Endowment for the Arts.

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