

EXECUTIVE DIRECTOR Job Description

Background: Carnegie Picture Lab is a non-profit organization committed to a mission of nourishing creativity by supporting and enhancing art education for elementary school children in the Walla Walla Valley.

Position Available: Carnegie Picture Lab (CPL) seeks a dynamic and experienced Executive Director to advance the mission and agenda of the organization. Anticipated start date is January 1, 2019.

Responsibilities: The Executive Director of CPL works closely with and reports to the Board of Directors to direct and administer all programs, operations and policies in addition to supervising staff and volunteers in execution of CPL's mission.

Primary areas of responsibility include:

- *Program Development and Management* – in conjunction with the Program Director (PD) develops, implements and supervises programs and services that are consistent with the organization's mission and Strategic Plan
- *Fund Development/Grant Oversight and Fiscal Management* – together with the Board, develops and manages the fundraising and financial strategies of CPL; assists in grant development; in conjunction with the Treasurer develops an annual budget for approval by the Board; oversees the management of all funds, consistent with CPL's accounting system
- *Communication* – manages all communications from CPL; evaluates, configures, updates and maintains database; regularly evaluates program components so as to measure successes that can be effectively communicated to the Board, funders, and other constituents
- *Staff Leadership and Management* – develops and supports a strong Board of Directors, serving as ex-officio member of each committee; supervises and evaluates staff; recruits and trains volunteers
- *Strategic Planning* – develops and implements CPL's Strategic Plan and annual action plans in conjunction with the Board of Directors
- *Advocacy* – serves as the chief spokesperson for CPL in the community; articulates and communicates the value of arts

education and promotes community support of arts education and CPL

- *Community Relations* – develops effective working partnerships within the community (both within the education and arts communities and elsewhere)
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Experience/Qualifications

- Bachelor's degree and 1-3 years related communications, administrative, program management and/or nonprofit experience
- A passion for children, arts education and the mission of CPL
- Ability to work individually and collaboratively with all sectors of the community, the Board of Directors, staff and volunteers
- Ability to positively motivate and develop staff, volunteers and board members and build consensus
- Strong written, verbal and interpersonal communication skills
- Financial/budget management skills
- Proficient in Excel and database management
- Ability to quickly acquire new skills, a willingness to learn and an enjoyment of new challenges
- Someone who enjoys meeting and talking with people, sense of humor a plus!