

Job Title: Executive Director – Access Arts, School of Service

Job Type: Full-time

Work Location: In-Person in Columbia, Missouri

About Us:

Since 1971 it's been our mission to provide creative learning experiences for everyone regardless of age, income, or ability. Our arts programming centers on classes, workshops, and community outreach efforts, and our values of mutual respect and creative learning are based on the inclusion of people of diverse identities and backgrounds.

Position Overview:

Access Arts is seeking a dynamic and visionary leader to serve as its Executive Director. This pivotal role involves strategic leadership, advocacy, and administration to advance the mission of Access Arts. The Executive Director is responsible for fulfilling the mission of the organization by developing and assuring progress toward meeting annual and long-term goals.

Job Duties:

Strategic Leadership:

- Develop and implement strategic goals that align with Access Arts' mission and vision.
- Provide visionary leadership to drive organizational success and growth.

Administration:

- Oversee day-to-day operations, ensuring efficiency and compliance with organizational policies.
- Manage budgets, resources, and personnel effectively to achieve organizational objectives.

Community Outreach:

- Establish and maintain partnerships within the community to increase awareness of the importance of art education and quality, lifelong creative learning.
- Cultivate strong relationships with private and corporate donors.

Education and Communication:

- Implement effective communication strategies to promote programming, leveraging various channels to reach targeted audiences.
- Encourage effective communication within the organization, providing transparency to and collaboration with both the Board of Directors and the staff.

Program Development:

- Oversee the creation and enhancement of art education programs, ensuring they meet the needs of diverse communities and align with the organization's objectives.
- Lead the effort to identify and apply for grants, securing funding to support program development and community initiatives.

Financial Management:

- Ensure sound financial management, including budgeting and fiscal responsibility.
- Seek donorship and grants as needed.

This is not an all-inclusive list of job duties and other similar duties may be assigned.

Qualification Preferences:

- Communicate clearly and consistently with members of the Board and staff on the operational wellness of the organization.
- Manage multiple priorities on a concurrent basis, work under pressure, meet deadlines, and accept responsibilities.
- Exceptional communication, advocacy, and interpersonal skills.
- Demonstrated ability to develop and execute strategic plans.
- Financial acumen and experience in budget management.
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Education Preferences:

- Bachelor's Degree or higher with specialization in business, arts, public administration, or other closely related field.
- At least 3 years of administrative experience, preferably with a 501(c)3 organization.
- Experience in the area of fundraising, networking, and/or public speaking is preferred.
- Must be comfortable working with Microsoft Office products and Quickbooks.

How to Apply:

Interested candidates are invited to submit their resume, cover letter, and references to stull.kate@gmail.com and dan.hlavac@gmail.com. Please include "Access Arts Executive Director Application" in the subject line.

Application deadline:

December 8, 2023. Interviews and hiring decisions may be made prior to the deadline.