

Glass Art Society



Executive Director Position Description

GAS | GLASS ART SOCIETY

Job Title: Executive Director

Reporting Relationship: The Executive Director reports to the Board of Directors.

Position Overview: The Executive Director will act on behalf of the Board of Directors of the Glass Art Society (GAS) and represent GAS to the community and funding sources. They will have overall responsibility and authority to administer established policies, programs, and the budget of the organization, as authorized by the Board of Directors.

Responsibilities

Leadership

- Administers and oversees all functions of the organization according to the policies determined by the Board of Directors
- Directs GAS's strategic planning, operations, staffing, budget/finance, fundraising, Board of Directors relations, human resources, public relations, communication, and development planning
- Provides overall leadership for all aspects of GAS's programs and services; advancing GAS's mission; and maintaining the organization's financial stability and driving future growth
- Provides leadership for the development of short and longer-term strategic plans and oversees their implementation, as well as the development of new policies and programs, and promoting their implementation and evaluation

Fundraising

- Acts as the chief fundraiser for the organization; works with the Board of Directors and appropriate staff to pursue and expand avenues of funding from individuals, corporations, federal, state, and local sources; maximizes opportunities for earned and contributed income

Financial Management

- Oversees the preparation of monthly and annual financial statements and project budgets
- Ensures that necessary systems, procedures and controls are in place and functioning efficiently

Program Management

- Conference
 - Serves as overall conference lead
 - Determines feasibility of potential sites, make recommendations to Board
 - Coordinates and implements annual planning meeting
 - Communicates with conference co-chairs to strategically develop mutually beneficial programming through the GAS conference

- Includes co-chairs in strategic board meetings to aid in program development and accountability throughout the process of conference development, execution, and post-conference evaluation
- Manages and oversees conference programs
- Acts as primary conference events planner, directing assistants as necessary
- Prepares and monitors conference budget
- Supervises preparation of all printed materials and shows proofs to the board prior to printing
- Oversees registration; directs staff with regards to specific assignments
- Ensures arrangements for hotels, convention centers, travel agents, vendors, etc.
- Attends conference, supervises staff, and participates in Board activities
- Oversees marketing and publicity of GAS's programs with emphasis on increasing awareness and participation in all international programs

Board Support

- Supports the nominating committee of the Board as needed in identifying and recommending new Board members; provides support, education, and development of Board members; assists with forming and ensuring the proper functioning of committees
- Acts as non-voting staff representative on Board Finance, Executive, and Advisory committees
- Provides all requested information to board members promptly as requested, in addition to providing all basic and historic board documents to all board members through an established system of transparency, with the understanding that all of this information is required for the Board of Directors to appropriately govern the organization effectively

Membership & Community Engagement

- Drives and leads the expansion of membership in partnership with the Board Membership Committee; supervises membership program/benefits and development of strategies to increase membership enrollment
- Acts as the chief organizational representative to government agencies, community organizations, and the public; develops and nurtures partnerships with other organizations. In support of GAS's mission, serves as primary spokesperson for organization, representing GAS locally, regionally, nationally, and internationally as deemed appropriate and beneficial to the organization

Human Resources

- Has responsibility and authority for GAS's staff, including the formulation and definition of specific duties and delegation of authority; equal opportunity hiring, evaluation, and termination; providing direction and support; and maintaining morale and fostering a positive work environment that encourages productivity and creativity; providing guidance to the Operations and Program Manager, who provides the day-to-day management of staff
- Creates, presents, and authorizes job offers
- Represents and ensures adherence to GAS's dedication to diversity, inclusiveness, accessibility, and equity

Qualifications

Nonprofit Management & Leadership

- Proven success in guiding an organization of comparable complexity and scale, with the ability to build on GAS's significant achievements and work with staff and Board to map out and implement exciting programs for the future
- Experienced in all phases of event planning and has a successful history of planning and executing major conferences in different and international locations
- Experienced in working with artists within an organizational context, and in recognizing the potential of creative output within an environment that supports inclusive dialogue, original thinking and risk-taking
- Experienced in community building, strategic planning; team building; fund raising, public speaking; marketing and audience development
- Able to communicate clearly and work enthusiastically with diverse constituent groups; to form productive partnerships and be a relationship builder able to work in collaboration with appropriate individuals and organizations
- Experienced in working with an actively engaged Board
- Versed in employing/using social media and internet-based technologies for overall mission advancement, program initiatives, marketing, and entrepreneurial activities

Fundraising

- Experienced in institutional development at a nonprofit
- Proven track record of successful fundraising, preferably with arts-focused grantmakers

Financial Management & Revenue Generation

- Strong financial manager with superb organizational skills
- Experienced in financial planning and budgeting
- Excellent communication and presentation skills in illustrating current and potential financial outcomes to the Board

Personal

- Creative, direct, persuasive, and effective leader
- Collaborative in working with staff, Board, and partners
- Creative problem-solver who can facilitate development of new programming and conference structures
- Flexible in responding to and working with shifting priorities of cyclical projects
- Committed to an “all-hands-on-deck” approach to GAS’s work, especially during conference season (this includes but is not limited to helping answer phone calls, assisting inquiries about navigating and using the website, helping with conference registration, and traveling to/participating in the management of the conference)
- Strong interest in and passion for the visual arts, with an understanding of arts-based nonprofit organizations and the overall industry
- Ability to take feedback from board members and stakeholders with professionalism, grace, and empathy

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 25 pounds. The work environment characteristics are representative of those an employee encounters in an office environment.

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.