**MINOT AREA COUNCIL OF THE ARTS (MACA)**

**EXECUTIVE DIRECTOR SEARCH: JOB DESCRIPTION**

MACA is seeking a full-time Executive Director to communicate the vision and mission of the Minot Area Council of the Arts; direct, coordinate and monitor MACA activities and fundraising and meet annual goals for growth and community engagement. Now, more than ever, with the right person at the helm, MACA is ready and able to grow its mission: *Connecting Artists. Building Community. Fostering Possibilities.*

It is imperative that the successful Executive Director have a demonstrated love of the arts, and an understanding of the role of community and creative thinking in pursuing MACA’s mission and opportunities.

**PRIMARY RESPONSIBILITIES**

The primary duties and responsibilities of the Executive Director fall into the following categories:

**LEADERSHIP**

* Participate with the Board and facilitate monthly board meetings to further develop and continue to implement the vision and strategic plan of MACA.
* Foster and expand effective, collaborative relationships among Board members, staff, MACA members, donors, sponsors, and the community at-large.
* Work to support member artists, institutions, and the arts community while growing the capacity of that community in Minot and the surrounding region.

**FINANCIAL PLANNING**

* Lead fundraising efforts to secure funding for the operation of the organization, including meeting with donors and sponsors, researching new funding sources, and pursuing grants and funding opportunities from local, state, and federal entities.
* Oversee the management of the financial planning, budgeting, and resource allocation; develop an annual budget and ensure that appropriate internal controls are in place and operating as intended.

**OPERATIONS AND PROGRAMMING**

* Successfully execute all aspects of the daily operations of the organization.
* Oversee the development, planning, implementation, and evaluation of the MACA’s programs, including Arts in the City, Artworks(in)Minot, and other community arts events and programming while monitoring their day-to-day delivery.
* Successfully oversee operations and maintenance of the Carnegie Center while soliciting and facilitating positive patron experiences.
* Determine staffing and volunteer requirements for operations and programming and recruit and oversee staff, volunteers as applicable.

**COMMUNICATIONS AND ADVOCACY**

* Work to improve the overall standing and importance of the arts in Minot and the surrounding region through advocacy, public and media relations, print, and social media.
* Serve as the public face of MACA, communicate with stakeholders to keep them informed of the organization's work, and work to promote local and regional arts events.
* Create community, collaboration, and maintain good working relationships across a variety of personalities and priorities.

**DESIRED SKILLS AND QUALIFICATIONS**

The Executive Director should bring insight, energy and a passion for the arts while communicating and advancing MACA’s vision, values, and programming to the community. Ideally, the Executive Director will have previous experience in a Senior Leadership Role.

The Executive Director should be a person who:

* Demonstrates the ability to successfully implement the strategic goals of the organization.
* Possesses knowledge of or the ability to learn financial strategies and finance-related performance metrics, QuickBooks, the Microsoft Office suite, and other software as necessary.
* Exhibits a strong aptitude for verbal and written communication, relationship development, and public speaking to convincingly represent MACA to audiences and stakeholders of all sizes and composition.
* Understands and will execute best practices in the field of non-profit management, arts administration, and Board relations.
* Possesses or is willing to learn a foundational knowledge of sound systems and is able to provide audio technical support at MACA events where necessary.
* Has previous experience with grant writing and/or fundraising.
* Is organized and detail oriented, able to work independently, and meet deadlines.
* Is able to work nights and weekends and perform occasional in-state travel.
* Is able to lift and manage weight up to 50lbs.

**WORKING CONDITIONS:**

The Executive Director usually works in an office environment. However, at times MACA’s programs and events may take the Director to non-standard workplaces.

This is a salaried position with a range of $45,000 - $50,000 depending on experience. The Executive Director is an exempt employee with a flexible full-time schedule. The Executive Director will often work evenings and/or weekends to accommodate MACA activities such as artist events, concerts, etc., as well as representing MACA at public events.

**REPORTING RELATIONSHIPS**

The Executive Director reports to and is evaluated by the MACA Board of Directors and manages the staff (paid employees and independent contractors) as well as volunteers.

**THE ORGANIZATION AND HISTORY:**

Founded in 1973, the Minot Area Council of the Arts is a 501(c)3 membership organization committed to serving Minot area artists, arts organizations, and the community at large. We are dedicated to supporting and enriching Minot’s arts ecosystem, facilitating programs, services, and events in which we invite our neighbors and local artists to collaborate in growing Minot’s already flourishing art scene!

Our membership includes individual artists, community supporters, venues, and organizations. Nearly every arts and cultural organization within Minot is a member, as well as several organizations from the surrounding area.

MACA is a nonprofit 501(c)(3) with an annual operating budget of approximately $140,000. MACA enjoys the support of over 45 individual and institutional members; a significant number of sponsors and donors; a dedicated board, staff, and volunteers -- all committed to its continued success.

To apply, please send cover letter, resume and three professional references to the Minot Area Council of the Arts, info@minotarts.org. Applications will be accepted until February 29, 2024.