



Executive Director Position

Position: Executive Director
Status: Full Time Contracted Position
Salary: \$90,000 – 105,000 Annually
Opening Date: January 13, 2025
Closing Date: February 10, 2025

Position Summary

The Churchill Arts Council (CAC) is seeking a professional and collaborative individual to serve as Executive Director. The Executive Director is directly accountable to the CAC's Board of Directors (BOD) and has the authority to carry out the duties of the position within the framework of the bylaws, policies, plans, and budgets approved by the BOD. The function of the Executive Director is the implementation of the strategic goals and objectives of the CAC, to enable the BOD to fulfill its governance function, and to give direction and leadership towards achievement of the CAC's philosophy, mission, strategy, and annual goals and objectives.

Executive Director's Responsibilities and Highlighted Duties

Administration

Acts as the primary authorizing official overseeing fiscal responsibilities and personnel management for the CAC.

Supervises the CAC's staff and volunteers.

Supervises policies, accounting, and other management activities for the CAC.

Planning and Reporting

Collaborates with the BOD to develop and oversee long range planning, mission, and services.

Prepares annual working budgets for the CAC's administration, programs, and activities.

Supervises any quarterly data reports required for local, state or federal compliance.

Creates annual work plans and reports for the CAC.



Public and Community Involvement

Engages with city, county, and community groups to advocate the arts in Fallon and the Lahontan Valley.

Represents the CAC in interaction with state and federal representatives.

Works with local and regional partners to provide technical assistance on organizational matters, publicity, grant writing, and fundraising.

Develop a familiarity with regional, state, and national funding sources that may assist the CAC in delivering its mission.

Actively seek inclusion, membership, and engagement in regional, state, and national organizations that support the arts.

Grant Administration

Oversees the identification, application, and administration of grants.

Works with the BOD, staff, and committees to determine needs and supervises the grant process.

Takes part in the appropriate grant writing / technical assistance process prior to each grant deadline.

Bookkeeping / Financial Reporting

Oversees the payment of expenses.

Supervises and approves payroll.

Prepares, or supervises the preparation of, financial information for tax, auditing, and compliance purposes.

Prepares financial reports, consults with BOD treasurer, and assists the BOD treasurer in presenting the financial report to the BOD at each meeting.

Core Qualifications

Preference will be given to candidates with working experience or education in the performing, literary, and visual arts.

Proficient knowledge of all forms of art presented by the CAC.

Excellent people skills.

Comprehensive ability to manage and operate the donor / patron database.

Proficiency with software such as: Microsoft Office Suite, QuickBooks, and online granting systems.

Extremely organized, efficient, and detail oriented.



Strong written and oral communication skills.
Financial management background.
Experience with non-profit boards, volunteers and supervising professional staff.
Ability to work in a small office environment.
Willingness to reside in the community.
Ability to prioritize and manage multiple projects simultaneously.
Highly motivated, self-disciplined and dependable.
Flexible and willing to adapt to the changing needs of a growing non-profit organization. Motivated by the opportunity to serve the needs of the CAC and the Lahontan Valley region with promotion of quality-of-life experiences.

Please send a complete resume with cover letter expressing your interest in the position to:

Carol Lloyd
Member, Board of Directors
Churchill Arts Council
P.O. Box 2204
Fallon, Nev. 89407
info@churchillarts.org
775-423-1440

Mission Statement

The Churchill Arts Council is dedicated to enriching the cultural and social life of our community and region by providing educational and experiential opportunities in the arts on a variety of levels including performing arts series; visual arts exhibitions; film programs; and literary readings, lectures, talks, and conversations with contemporary artists. Through innovative programming, the CAC serves as a cultural resource for the region by providing vision, leadership, information, support, education, and enjoyment of a diversity of art experiences.

More information regarding the Churchill Arts Council may be found on our website at www.churchillarts.org and www.visitfallonnevada.com