



Executive Director Job Description

- **Employment Status:** Full-Time, Exempt
- **Reports To:** Board of Directors
- **Direct Reports:** 2 Full-Time Staff, 1 Part-Time Staff (Oversight of 1 FT Staff, 5 PT Staff, and 150+ Volunteers)
- **Location:** On-Site

About This Role

The Executive Director serves as the chief operating officer, strategic leader, and primary ambassador for the organization. This role provides executive oversight across venue operations, historic facility stewardship, programming, financial health, and team leadership to drive mission success. Additionally, the Executive Director acts as a non-voting member and primary liaison to the Capitol Civic Centre Foundation, aligning strategic development efforts and collaborating on the stewardship of the organization's \$3.7 million endowment.

Key Responsibilities

Strategic Leadership & Financial Stewardship

- Formulate and manage the annual operating budget, P&L, and cash flow plans for revenues exceeding \$1,000,000.
- Serve as primary liaison to the Board of Directors, driving strategic planning, committee support, policy development, member recruitment, and fiscal reporting.

Operations, Programming & Facility Management

- Curate and oversee the selection and presentation of 12-15 annual booked events, performances, and educational programs.
- Direct marketing, promotional strategies, public relations, and audience engagement campaigns to drive ticket sales and brand visibility.
- Serve as primary liaison to resident performing arts partner organizations (managing approximately 60 rental events annually) while cultivating new venue usage.
- Oversee site safety, preventative maintenance, and aesthetic preservation for a historic complex comprising five interconnected buildings over 100 years old.
- Supervise day-to-day venue operations, event execution protocols, and administrative systems.

Development & Community Relations

- Design and execute annual fundraising initiatives, including grant writing, major donor solicitations, donor stewardship, corporate sponsorships, memberships, and annual appeals.
- Execute foundation development priorities as coordinated with the Capitol Civic Centre Foundation.
- Serve as the organization's primary ambassador through active involvement with local boards, community committees, and performing arts industry peers.

Human Resources & Team Building

- Direct, evaluate, and mentor a core staff of 3 full-time employees, 6 part-time employees, and a roster of 150+ volunteers.
- Foster a collaborative, inclusive work culture focused on professional development and operational excellence.

Qualifications & Experience

- **Education & Experience:** Bachelor's degree in Arts Administration, Business, Nonprofit Management, or a related field (or equivalent practical leadership experience). Advance degree preferred.
- **Leadership Background:** Minimum 5 years of senior administrative leadership, ideally within the nonprofit or performing arts sector
- **Financial Acumen:** Demonstrated success managing organization budgets exceeding \$1,000,000 including complex revenue streams, earned income, and expense management.
- **Fundraising Track Record:** Hands-on experience with individual giving, donor cultivation, corporate sponsorships, and grant writing
- **Marketing & Audience Development:** Proven experience driving promotion, audience engagement, public relations, and marketing strategies specifically for performing arts events and ticketed programming. Experience with Patron Manager (or similar ticketing/CRM software) is a strong plus.
- **Operational Knowledge:** Familiarity with venue/facility management, event logistics, and staff/volunteer management.
- **Mission Passion:** Deep enthusiasm for the performing arts and community enrichment.

Work Environment & Schedule

- **Schedule:** Flexible 40-hour workweek model (typically Tuesday – Saturday, 9:00 AM to 6:00 PM) designed to accommodate mandatory evening, weekend, and show-day commitments.
- **Physical Demands:** Requires standard office workstation use (sitting, operating computers and phones for extended periods of time). Must be able to independently traverse multi-level historic structures, including frequently climbing multiple flights of stairs to perform daily facility inspections, emergency responses, and event oversight.

Compensation & Benefits

- **Salary Range:** \$75,000 - \$90,000 per year
- **Health & Wellness:** Comprehensive healthcare coverage, including health, dental, and vision insurance plan options.
- **Time Off:** Generous vacation and sick leave in addition to paid holidays,
- **Retirement Plan:** Simple IRA with up to 3% employer match after two years.