



Executive Director

The Blue Ridge Mountains Arts Association's (BRMAA) Executive Director is challenged with management and direction of the day to day operational, financial, community and mission driven, programmatic duties, including, but not limited to:

- Administration and Team Management
- Exhibit and Event Planning
- Fundraising and Grant Writing
- Budget Development and Management
- Board Relations and Reporting
- Strategic Planning
- Community Outreach and Engagement
- Marketing and Advertising
- Organizational Ambassador
Retail and Sales
- Facilities and Building Maintenance Coordination and Oversight
- Donor and Stakeholder Relations

The BRMAA Executive Director (ED) must be a problem solving and strategic thinker that is able to demonstrate proficiency in performance of the essential functions and learn to apply county, nonprofit, and departmental policies, practices, and procedures necessary to function effectively in the position. The ED must have an understanding of the creative economy, arts impact, cultural programs of multiple art disciplines, and comfortable in management areas such as finance, budgeting, grant funding, human resources, stakeholder relationships and the ability to use information from said understanding to effectively make business decisions. Previous managerial experience in a leadership role with excellent written and verbal communication skills is essential to this role.

The ED works alongside and promotes the wishes of the Blue Ridge Mountains Arts Association Board of Directors, the mission of Blue Ridge Mountains Arts Association, Fannin County Board of Commissioners, and the arts and community at all times. This person should be a team player and promote the growth and development of the organization on a daily basis. specifically, the duties and responsibilities of:

Administration and Staff Management

*Directs the daily operation and development of organizational departments including exhibits and events, accounting, public arts, festival and community outreach, arts education and programming, and fundraising and development

*Directs departmental functions and operations, including planning, budgeting, staffing, and the accomplishment of departmental and organizational goals and objectives

*In coordination with the Assistant Director, curates, coordinates, and oversees arts and cultural programs, events, exhibitions, and non-profit activities for the Blue Ridge Mountains Arts Association in all arts disciplines, including visual arts, dance, media, literature, music, and multidisciplinary projects within the Art Center and the community



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*Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff scheduling; and administering disciplinary action as required

*Serves as the County Department Head Administrator for the County Arts Department
*Works in close cooperation with and establish and maintain effective working relationships with stakeholders such as Fannin County Board of Commissioners, City of Blue Ridge City Council, Fannin County Chamber of Commerce, Fannin County School Blue Ridge Business Association, and other local nonprofits and stakeholders with regards to arts and cultural services and activities

Fundraising and Budget

* In coordination with the Board of Directors Treasurer and the BRMAA Accountant, the ED develops and manages the annual and programmatic budget(s) for all arts and cultural programs and activities related to the organization, including overseeing day-to-day accounting functions, integrating finance operations, forecasting and budgeting, and ensuring organizational financial stability and compliance

- *Manages both County and BRMAA staff payroll budgeting and reporting
- *Provides technical and management oversight to the Arts Center, initiates program ideas, ensures program budget compliance, and spearheads grant seeking, application and grant management processes for various arts initiatives, operational costs, and programming
- * Develops budget recommendations, maintains records, approve expenditures, manages donor and funding resources, and ensures growth of membership; pursues donations and effectively manages fiscal resources and established scholarships and donor relations
- *Prepares annual and monthly documentation of assets and liabilities for financial reporting and risk management
- *Serves as the lead fundraiser/ grant writer for the organization and researches and writes grants while responsibly managing financial resources and organizational budget

Board Relations and Strategic Planning Management

- *Reports on a consistent and frequent basis to the BRMAA Board of Directors and Fannin County Board of Commissioners on the operations, administrative, and financial status of the organization and programming efforts
- * Leads the development and implementation of the organization's strategic plan, which supports the mission and shared strategic priorities of the Blue Ridge Mountains Arts Association
- *Spearheads and collaborates on the annual Board Orientation, Capital Fundraising efforts, BRMAA's Annual Membership meeting and Strategic planning efforts
- *Demonstrates knowledge of Strategic Planning and implementation process
- *Works with advisory boards, local councils, and student groups to ensure the strategic goals and input align with the organization's mission and programmatic work
- *Develops policy recommendations for the Board of Directors regarding funding, capital fundraising, and programming for the arts and implements Board guidelines/policies related to departmental operations



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Marketing

* In coordination with the Marketing Associate, formulates and directs communications, branding, advertising, outreach, and strategies to share information and promote the arts in Fannin County

Community Outreach and Engagement

*Serves as county liaison for the Art Center and the arts and cultural ambassador for Fannin County with a strong vision for public impact and collaboration

* Serves as the chief public spokesperson at local, regional, and national conferences, meetings and cultural events

*Guides arts advocacy and arts-based outreach efforts for the organization, community, stakeholders, membership, and artists

*Administers advocacy programs and collaborates with local, state, and national arts groups, including corporations and foundations to develop partnership and continuous and effective growth of the arts organization

*Interacts with citizens and various community groups in coordination with the Festival and Community Outreach Coordinator to develop plans, programs, public arts, and events for the arts and culture and functions for the regional community that services Fannin County and the Tri-State area via the Blue Ridge Mountains Arts Association.

*Advocates and promotes diverse, equitable, and culturally driven art programs and organizational programming that consistently aligns with BRMAA's mission and core values

Additional Functions:

*Retail Management

*Exhibit Design and Installation

*Facilities/ Building Maintenance Oversight in coordination with the County Maintenance Department

The listed duties are general functions for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position.

All BRMAA team members are to:

- Monitor work related email frequently and reply in a timely manner to all forms of communication
- Monitor and answer phone lines
- Greet and assist all visitors
- Assist to ensure facility ready for all visitors (ex. Trash removal, bathroom paper replacement, vacuuming, table setup, etc., banners, etc.)
- Meet physical demands include some standing, walking, bending, frequent use of hands, stooping, stair climbing and light lifting (at least 25 pounds)
- Assist other staff as necessary to insure exemplary customer service



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Abilities and Skills

- Bachelor's degree in fine arts, business or public administration, or a related field preferred; five(5) years' experience in arts and culture program management, including four (4) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed. Experience working with 501(c)3 non-profit and/or local government and an understanding of grant writing and/or grant management is a plus.
- Familiarity in Microsoft Office programs (i.e., Word, Excel) as well as other Microsoft Office Suite Applications; QuickBooks, Zapplication and Maximizer Database systems preferred
- Requires excellent communication skills, demonstrate the ability to work in a team setting, problem solve well under pressure, a desire to provide superior customer service, and be able to function efficiently and courteously in a fast-paced environment with attention to detail

The objective of all employees of the Blue Ridge Mountains Arts Association should be the professional and cost-effective growth of the organization. Due to the small number of staff, it is necessary for all employees to be a willing part of a team. The listed duties are general functions for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required and as is necessary as we all have support other departments in several situations. The same is true with respect to weekends required attendance for scheduled Art Center events.

Blue Ridge Mountains Arts Association requires all employees and members of the Board of Directors to attend Art Center events and assist during the event.

Blue Ridge Mountains Arts Association is an equal-opportunity organization and does not and shall not discriminate in any of its activities or operations on the basis of race, sex, sexual orientation, gender identity, disability, religious affiliation, nationality, or ethnic origin. We are committed to providing an inclusive and welcoming environment for all members of our staff, artists, clients, volunteers, vendors, and guests.

Compensation and Benefits

This is a full-time annual salary position with County-based benefits. Benefits of Working at BRMAA include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- County Retirement Plan
- Vacation & Sick Time
- Winter office break

This position will include occasional required after-hours, weekend work, and travel.



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HOW TO APPLY

Please email the following two items to BlueRidgeArts.apply@gmail.com with Subject Title: *Executive Director: Your Name*

1. Resume

We ask to not send a cover letter or letters of recommendations with your resume at this time. Instead, we ask for a writing sample with your resume submission:

2. Writing Sample

Answer the following question, and please keep your writing sample to no more than one page.

- *What does a creative economy, with a focus on community driven Arts, mean to you?*

May 10th – June 6th: Open to receiving submissions.