

Job Title: Executive Director
Organization: Indiana Arts Council
Location: Indiana, Pennsylvania
Open dates: February 29 - April 22, 2024

Part time salaried position: \$18,000/annual (roughly \$22/hour, expected 16 hours per week)

The Indiana Arts Council (IAC) is seeking a dynamic and visionary leader to serve as Executive Director. Located in the heart of Indiana, Pennsylvania, the IAC is a 501c(3) with an active board and ongoing programming dedicated to fostering creativity, promoting cultural diversity, and enriching the community through the arts. This leadership position offers a unique opportunity to shape the artistic landscape of our region and drive meaningful impact through strategic initiatives and collaborative partnerships.

Responsibilities

- **Strategic Leadership:** Advance the ongoing mission of the Indiana Arts Council. Work collaboratively with members of the board and other volunteers to lead the development and execution of innovative programs and events that engage the community, support local artists, and promote artistic excellence. Grow existing programs and innovate on new programs for IAC to serve the community. Oversee and collaborate with the IAC's signature events and programs including the Creative Spaces Collective and the Westsylvania Jazz and Blues Festival
- **Organizational Management:** Oversee day-to-day operations, including financial management, budgeting, and fundraising. Ensure efficient use of resources and compliance with relevant policies and regulations. Ensure tidy workspace in the IAC office and respond regularly to correspondence and inquiries.
- **Communication:** Cultivate relationships within the community, including artists, arts organizations, businesses, government agencies, and community leaders. Regularly produce a newsletter to share what the Indiana Arts Council is doing. Communicate with the board to provide leadership, guidance, and support in governance, strategic planning, and organizational oversight. Effectively communicate the value of the arts to diverse audiences and mobilize support for the IAC's mission and initiatives. Actively maintain the Indiana Arts Council's website and marketing programs, including Facebook and Instagram.
- **Fundraising and Development:** Drive fundraising efforts to secure financial support from individuals, foundations, corporations, and government grants. Develop and implement comprehensive fundraising strategies to sustain and expand the IAC's programs and operations. Oversee existing grant-funded projects, including public art, live music

events, and operating expense reporting. Enforce and adhere to grant requirements for grant-funded projects and programs throughout Indiana County.

- Advocacy and Outreach: Serve as a passionate advocate for the arts and culture sector at the local, regional, and state levels. Identify emerging trends and opportunities to enhance the IAC's programming.

- Other duties as assigned

Required Qualifications

Excellent communication and interpersonal skills, with the ability to build relationships, inspire stakeholders, and advocate for the arts.

Knowledge of the local arts community, cultural trends, and funding sources.

Entrepreneurial spirit, as the position is the single paid position in the organization

Child Abuse clearances and a driver's license required by start of employment, expected May 6, 2024.

Preferred Qualifications

Proven leadership experience in the nonprofit sector, with a strong track record of strategic planning, organizational management, and program development.

Demonstrated success in fundraising, including grant writing, donor cultivation, and corporate sponsorship.

Earned degree or degrees

How to Apply

Interested candidates should submit a resume, cover letter, and list of references to the Search Committee Chair at indianaartscouncil@gmail.com. Applications received before April 23rd will receive priority.