

Wickford Art Association
36 Beach Street
Wickford, Rhode Island 02852-5745
Phone: (401) 294-6840

Executive Director Job Description

Job Purpose

The Executive Director is responsible for the successful leadership and management of the Wickford Art Association (the Association) according to the strategic direction set by the Board of Directors (Board).

Primary duties and Responsibilities:

The Executive Director shall be responsible for implementing strategies to achieve the Association's goals and objectives as stated by the Board and bylaws of the Association and shall manage, with the help of support staff, volunteers and interns, all programs, activities and events of the Association.

The Executive Director assumes control and management of all administrative and operational functions of the Association and will be accountable for all of the Wickford Art Association's operations, which includes maintaining open ongoing communication with and timely reports to the Board of Directors.

The Executive Director shall be responsible for maintaining sustainable revenue and for generating new revenue through sponsorships, membership growth, educational programs, grants, special events and other activities, and shall utilize available resources including volunteers to achieve revenue goals.

The Executive Director shall report to the Board. The Executive Director shall supervise all employees and contractors. The Executive Director shall be subject to annual performance reviews conducted by the Personnel Committee and approved by the Board of Directors.

The Executive Director is responsible for the following:

Leadership

- Participate with the Board in the implementation of the vision and strategic plan to guide the Association.
- Identify, assess, and inform the Board of internal and external issues that affect the Association.
- Act as a professional advisor to the Board on all aspects of the Association's activities.
- Foster effective teamwork among the Board, the Executive Director and staff.
- Act as the primary spokesperson for the Association and communicates and collaborates with local organizations, businesses and community groups.

- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the Association at community activities to enhance the organization's community profile

Operations

- Develop an operational plan to implement the Board's vision and strategic plan
- Develop an annual budget for the Association and present to the Board for review and approval.
- Oversee the efficient and effective day-to-day operation of the Wickford Art Association Gallery including:
 - Plan and implement marketing of the gallery, exhibitions, events, etc via the Association's website, Constant Contact, media releases, social media engagement, etc
 - Procure exhibition jurists/judges, manage preparations for on site and off site exhibits
 - Prepare materials for accounting
 - Maintenance of the membership and donation database
 - Oversee physical plant and equipment
 - Ensure gallery coverage as necessary. Recruit, train and supervise gallery volunteers as needed.
- Provide finance and budget oversight.
- Draft policies for the approval of the Board and prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure personnel, financial, member, donor and volunteer files are securely stored and confidentiality is maintained.
- Provide support to the Board by:
 - Working with the President to provide meeting agenda items and supporting materials
 - Attend all Board meetings
 - Support all committees established by the Board
 - Maintain and prepare timely reports deemed necessary by the Board, bylaws and the law.
 - Identify and research issues for the Board

Provide oversight for the Education program and Wickford Art Festival

- Oversee the planning, implementation and evaluation of the Association's educational programs and services. Ensure the programs and services offered contribute to the organization's mission and reflect the priorities and approved budget of the Board.

- Oversee the planning and implementation of the Wickford Art Festival. Develop and monitor a budget, tasks, volunteers and the successful execution of the Festival. Provide reporting to the Board on Festival progress, issues and updates.

Human resources planning and management

- Annually review the human resources policies, procedures and practices including the development of job description for all staff and recommend any necessary changes.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the technical and personal abilities to help further the Association's mission
- Ensure that all staff receives appropriate training in order to perform their role within the Association.
- Supervise staff using a performance management process which includes monitoring performance on an on-going basis and conducting an annual performance review
- Discipline staff when necessary using legally defensible procedures
- Serve as the principal fundraiser. Research funding sources and grant opportunities, oversee the development of fund raising plans and write funding proposals to increase the funds of the Association
- Develop fundraising vehicles for the organization.
- Enhance membership development.
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the Association according to the approved budget and monitor the monthly cash flow of the organization.
- Ensure that the Association complies with all mandated state and federal reports and filings

Communications

- Communicate with members and donors to keep them informed of the work of the Association and any upcoming activities.
- Establish good working relationships and collaborative arrangements with community groups, the media, funders, and other agencies
- Work with the Board, staff, and volunteers to develop and expand the Association's visibility through public and media relations, print and web-based programs and other marketing activities

POWER TO BIND THE WICKFORD ART ASSOCIATION

The Executive Director's authority to obligate the Association on any oral or written contract or agreement is limited to those which the Board of Directors has expressly approved in advance. The Executive Director shall have no authority to borrow or disburse funds on behalf of the Association or to pledge any of its assets for any purpose whatsoever. Likewise, the Executive Director shall have no authority to bring legal action on behalf of the Association without the written consent of the Association's Board of Directors.