

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

Executive Director Job Description

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). This is both a strategic and operational management position.

Primary duties and Responsibilities of the Executive Director:

- Is responsible for implementing strategies to achieve the Association's goals and objectives and shall manage all programs, activities and events of the Association.
- Assumes control and management of all administrative and operational functions of the Association.
- Is responsible for maintaining sustainable revenue and for generating new revenue through sponsorships, membership growth, educational programs, grants, special events and other activities.
- Reports to the Board and supervises all employees and contractors.

The Executive Director is responsible for the following:

- Participate with the Board in the implementation of the vision and strategic plan to guide the Association.
- Act as the primary spokesperson for the Association and communicate and collaborate with local organizations, businesses and community groups.
- Develop, maintain and review an annual budget for the Association.
- Oversee the efficient and effective day-to-day operation of the Wickford Art Association Gallery including planning and implementing marketing of the gallery, maintaining the Membership database, exhibitions, events via the Association's website, Constant Contact, media releases, social media engagement, etc.
- Provide oversight to the Wickford Art Festival and Education program.
- Serve as the principal fundraiser.

How to Apply

Please send a cover letter and resume to wickfordinfo@gmail.com for consideration. Recruitment for this position will end upon receipt of a sufficient number of applications. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in an oral interview. No phone calls please.