

Chelsea Center for the Arts Job Posting

Title: Executive Director

Type: Full time, Salaried

Salary: Commensurate with experience

Organization Description:

Chelsea Center for the Arts (CCA) located in Chelsea, MI is a 501(c)3 organization whose objective is to enhance the quality of life in Chelsea and the surrounding areas through programs which encourage engagement with the arts. CCA offers lessons, classes, workshops, exhibitions, outreach programs, and special events to youth, teens, adults and seniors.

Job Description

The Executive Director will work with the CCA board, staff, and community partners to carry out the mission of CCA through program development, fundraising, and collaborative programming.

The Executive Director will be responsible for:

- Managing the strategic direction of the organization through short and long term operational plans
- Ensuring financial viability through grant and fundraising activities
- Recommending yearly budget for Board approval and prudently managing the organization's resources
- Managing the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Working with the board of directors and its committees to ensure the organization is furthering its mission
- Identifying and maintaining strategic partnerships and establishing mutually beneficial relationships.

Requirements

- At least five years of related management experience, including strong visual arts background
- Bachelor's degree or Masters degree (preferred) in related field
- Strong management and supervisory skills and experience
- Strong verbal and written communication skills, including public speaking and grant writing
- Understanding of not-for profits and experience working with boards of directors and volunteers
- Strong interpersonal skills that include the ability to inspire and motivate
- Ability to raise the visibility of the organization through successful marketing

Interested candidates should submit a resume, cover letter, salary requirements and list of professional references no later than November 14, 2011.

Chelsea Center for the Arts

ATTN: Executive Director Search Committee

400 Congdon St.

Chelsea, MI 48118

Or email to EDsearch@chelseacenterforthearts.org