



The **Kimball Art Center** seeks a new full-time Executive Director with excellent leadership, fundraising, relationship, and administrative skills, who is innovative, strategic, solution-oriented, collaborative, and inspired by our mission, vision, and values.

POSITION OVERVIEW

The Executive Director of Kimball Art Center provides the leadership, inspiration, and strategic direction to enable KAC to achieve its annual and long-term goals for artistic excellence, financial sustainability, and community engagement. The Executive Director is responsible and accountable for all aspects of KAC's portfolio, including artistic, operational, education, and community programming; financial management; member development; and fundraising.

The Executive Director is responsible for the creation and successful execution of multi-year development plans in support of KAC and its mission and strategic goals. The program contained in these plans will encompass the multiple approaches to development: annual fund, foundation, public and corporate grants, major gifts, special events, endowment, and capital campaigns. The Executive Director also directs the senior team and works collaboratively with the Board on a range of external relations issues.

The Executive Director will also provide leadership, vision, and direction to KAC by operating as the organizational representative in media, fundraising, and community settings, and overseeing the management of all departments.

The ideal candidate has five to ten years of experience in the development field, ideally in the arts; a proven record of fundraising; excellent written and dynamic oral communication skills; strong managerial skills to support staff; an ability to manage multiple projects; comfort working in a fast-paced, agile environment; and a passion for education and the arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. LEADERSHIP AND BOARD RELATIONS

- Set operational and cultural tone for the organization through modeling transparency and communication.
- Collaborate with Board of Directors and KAC's leadership to develop long-term vision, strategy, and goals for KAC.
- Demonstrate clear and transparent communication between staff and Board.
- Maintain clear communication with the Board Chair and Executive Committee.
- Work closely with the Board to develop and implement transformational fundraising campaigns.

2. COMMUNITY ENGAGEMENT

- In partnership with and oversight of Director of Development, engage political, non-profit, cultural, funding, and neighboring establishment leaders to create lasting and beneficial partnerships.
- Act as KAC liaison to other non-profits and other local government officials and agencies.
- In partnership with the Director of Marketing, oversee PR and Marketing efforts.
- Act as a public representative for KAC in the community and with media.
- Manage partnerships with other organizations.
- Engage with and cultivate relationships with major individual, foundation, and corporate donors.

3. FUNDRAISING AND FISCAL MANAGEMENT

- In partnership with and oversight of Director of Development, create and execute short and long term fundraising plans including individual major donors, foundations, public sources, and events.
- In partnership with the Board, develop and execute a transformational capital campaign.
- Assist the Managing Director in overseeing any day-to-day financial operations, including cash flow, AP, and AR.
- Assist with annual audits and ensure that KAC stays current with all of its fiscal reporting responsibilities.
- Maintain consistent communication with Board Finance Chair and the Board at large on all fiscal developments.
- Responsible for the successful execution of approved resource development plans, including but not limited to:
 - Major Gifts
 - Direct overall Foundation strategy in obtaining major gifts
 - Work closely with the development staff to manage and coordinate major gift identification, cultivation, and solicitation
 - Maintain listing of potential donors to Endowment and/or Capital campaigns
 - Plan for and secure major gifts from targeted donors
 - Direct stewardship of existing donors with Board
 - Cultivate prospective donors
 - Corporations and Foundations
 - Identify new sources of support as well as retention of existing leadership donors
 - Cultivate existing relationships with partners and corporations, and build new ones
 - Develop an annualized corporate sponsorship program with the Director of Development
 - Supervise the submission of partner proposals on an annual basis
 - Special Events
 - Collaboratively plan, supervise, and execute KAC's portion of major events, which include, but are not limited to:
 - Park City Kimball Arts Festival
 - Kimball Arts Center Gala
 - Targeted cultivation opportunities and donor recognition events

4. STAFF AND OPERATIONS OVERSIGHT

- Manage senior team by setting expectations, leading long-term strategic vision creation and implementation, and delegating and providing support as appropriate.
- In partnership with and oversight of the Artistic Director, refine, maintain, and execute educational philosophy of KAC as an education venue as well as an arts center.
- In partnership with and oversight of the Managing Director, oversee Employment Law compliance and HR best practices.
- Establish a culture of excellence and a continuous learning model for training and ongoing staff development.

JOB QUALIFICATIONS

EDUCATION:

- Bachelors or Master's Degree in business, public administration, non-profit management, or related field.
- Strong background in arts, industrial design, humanities, sciences, or related areas, e.g., early childhood education.

REQUIRED EXPERIENCE:

- A minimum of five years of experience with proven track record in strategic planning and development, finance management, project management, policy development, and management of a senior team.
- Experience leading an organization in a 'growth' situation.
- Demonstrated success leading a multi-year fundraising effort, with multi-year capital or expansion campaign experience.
- Experience working with complex set of stakeholders.
- Ability to act as a public spokesperson for and interpret the mission and programs of KAC to the community at large.
- Communicates effectively in English, both orally and in writing.
- Demonstrates enthusiasm and interpersonal skills to relate well with the Board and staff.
- Service in or leadership of volunteer-driven bodies.
- Ability to work in or in partnership with for-profit and/or public sector organizations.
- Experience with regulations and standards governing non-profit organizations.
- Ability to manage time and handle multiple tasks and projects simultaneously and independently.
- Computer literacy and experience with donor tracking software.
- Valid driver's license and the ability to pass a background check.

DESIRED EXPERIENCE:

- Experience leading an organization through property acquisition, architect selection, and building design and construction.
- Demonstrated success in leadership roles developing innovative, audience-appropriate exhibits and strategies.
- Thorough knowledge of exhibition-planning process.
- Extensive project management experience, including administering budgets, program records, reports, and documentation.

The above is not a comprehensive list of job duties.

Salary Range: Dependent on experience.

Closing Date: Open until filled.

Start Date: As early as **February, 2017**.

Terms of Employment: Full-Time Exempt Position (40+ Hours a week, approximately 8:30 AM—5:00 PM. Additional hours required for after-hours meetings and KAC-sponsored events, weekend events, etc.).

Reports To: Board of Directors.

Interested applicants are encouraged to submit a cover letter, resume, and the names of three references with their contact information to hr@kimballartcenter.org.

Review of applications will begin immediately and continue until the position is filled. The Kimball Art Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics.