



## **SUWANEE ARTS CENTER (SAC) – October, 2022**

### **JOB DESCRIPTION – Strategy & Community Engagement Director**

#### **ORGANIZATION INFORMATION:**

The Suwanee Arts Center (SAC) is a 501(c)(3) nonprofit art organization dedicated to promoting the appreciation of local art through exhibition, festivals and other arts education. Based in Suwanee, Georgia, the SAC maintains an open membership policy where artists of all types, as well as art lovers, are welcome to be a part of the organization. (Vision statement from Website)

The current annual budget for the organization is approximately \$200,000. The board of directors currently consists of a President, Vice President, Secretary, Treasurer and Public Relations Officer. Additionally, there is a part-time Center Director, two part-time Arts Center Assistants, contracted bookkeeper, a volunteer Education Director, and other Arts Center volunteers. Please see [www.suwaneeartscenter.org](http://www.suwaneeartscenter.org) for additional information.

#### **SUMMARY DESCRIPTION:**

Reporting to the Board of Directors, the Strategy & Community Engagement Director (SCED) will have overall strategic and operational responsibility for the Suwanee Arts Center (SAC) programs, expansion, and execution of its mission. Initially, the SCED position will be part-time with the potential to become full-time in the future depending on funding and direction of the SAC. Day-to-day operations of the gallery itself and associated responsibilities will be conducted by the Center Director (who also reports directly to the Board).

The SCED is responsible for developing and implementing long-range strategies to achieve the overall mission of the Center. The SCED will develop and maintain corporate and community partnerships, develop and coordinate fundraising efforts, and manage the development and implementation of the SAC's programs and services. The SCED serves as the primary liaison with the Board and will attend board meetings and stay in close communication with the Board. Additionally, the SCED serves as the primary liaison between the Center and the larger community. In this capacity, the SCED must possess a sincere interest in promoting the arts and be responsible for representing the Center at relevant meetings, speak at public engagements, and communicate with the media.

#### **QUALIFICATIONS:**

The SCED will be thoroughly committed to the mission of the SAC and should have proven leadership, coaching, and relationship management experience. The SCED will be a college graduate with at least 5 years of experience, preferably in a nonprofit organization, with significant experience in the arts or a related area.

#### **Concrete and evident experience and other qualifications include:**

- Past success working with a Board with the ability to cultivate existing board member relationships and establish new ones.
- Ability to positively motivate and develop staff, board, and volunteers and build consensus.
- Ability to develop and manage organization budget.
- Ability to build and maintain relationships within the community with leaders, other non-profits, civic

organizations, businesses, and citizens.

- Strong planning, organizational, and analytical skills.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Proven record as a successful fundraiser preferred.
- Past experience developing grant responses and success securing grant funding preferred.
- Ability to maximize resources and work with a small and efficient team.
- Ability to work collaboratively with all sectors of the community, Boards, and staff.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Knowledge of the region's arts communities.

## **RESPONSIBILITIES:**

### **Leadership & Management**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals as outlined by the Board of Directors.
- Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
- Educate and inform the Board, donors, and community members regarding events and trends in the arts community, locally and regionally.
- Ensure tracking effective systems and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other stakeholders.

### **Fundraising & Communications**

- Develop and manage fundraising strategies; expand revenue generating and fundraising activities to support existing program operations and expansion while simultaneously building reserve.
- Prepare and present the annual operating budget for approval by the board in collaboration with the Treasurer; responsible for the overall management of financial performance against objectives, the annual budget, and the strategic plan.
- Prepare as required, a capital improvements strategy and budget; work with Board to create and implement capital funding plan.
- Oversee identification of grant opportunities and development of responses to grant applications.

### **Programs, Outreach, and Planning:**

- Develop, implement and work in conjunction with the Board on the strategic plan, annual budget, and associated action items.
- Develop, implement and supervise programs and services that are consistent with the organization's mission, strategic plan and annual budget.
- Build partnerships and establish relationships with the funders, political and community leaders.
- Develop effective working relationship within the community to strengthen the SAC programming, raise visibility and awareness, and increase funding opportunities.
- Maintain an external local and regional presence communicating program results and collaboration with regional arts organizations.

## **2022-24 BOARD GOALS FOR STRATEGY & COMMUNITY ENGAGEMENT DIRECTOR (includes general time-frames; primary priorities in italics):**

### **Board Management**

- 1. Create process for the development of monthly Board meeting agendas and implement. Oversee*

*agenda creation. (1-3 months)*

- 2. Working with Art Center Director and Board, generally get up-to-speed on administrative policies and information. (1-3 months)*
3. Evaluate Board make-up and determine if expanded board needed. (6-12 months)

#### **Short-term and Long-term Planning**

- 1. Work with Board to validate or create Mission statement and short-term goals and strategies (1-2 years) for the SAC. (3-6 months)*
2. Develop business/strategic plan for the organization (2-5 years). (Begin late 2023)

#### **Fundraising**

- 1. Shore-up short-term fundraising strategy and implement (primarily patron program, grants, and events). (1-6 months)*
- 2. In collaboration with the SAC President, be the lead person on the SAC fundraiser in October, 2023. (3-6 months)*
3. Develop mid-term fundraising strategy based on short-term goals. (6-12 months)
4. Develop long-term fundraising strategy as part of the strategic planning process in 2023.

#### **Community outreach**

1. As much as possible, reach out and present to community organizations (Kiwanis, Rotary, Suwanee Business Alliance, etc.). (1-6 months; ongoing)
- 2. Along with board, develop and implement plan to increase community awareness of the SAC. This will also be developed as part of the strategic planning process. (6-12 months; ongoing)*

#### **Event coordination**

- 1. Organize membership teams to oversee events (Art Fest, Car Show, October fundraiser). (3-6 months)*
2. Coordinate with the Art Center Director and Education Director on all events and functions that impact the gallery. With enhanced community outreach, it will likely spur enhanced usage of the Art Center. (Ongoing)

#### **Membership development**

1. Work with Board to evaluate membership levels and member benefits. (3-6 months)
2. Assure that member benefits are achieved. (Ongoing)

### **COMPENSATION AND OTHER CONSIDERATIONS:**

The SCED position is a contracted (1099) position for which compensation and benefits are established by the Board of Directors and will be reviewed 6 months after the candidate starts and annually thereafter. The SCED will initially receive a monthly salary of between \$2,500-3,000 with the opportunity for a performance-based increase (or bonus) based on increased membership, involvement, funding and general organizational growth if recommended and approved by the Board of Directors. Other reimbursement benefits may be negotiated.

### **HOW TO APPLY:**

If you are interested in applying for this position, please email resume and cover letter to Sheila Crumrine at [president@suwaneeartscenter.org](mailto:president@suwaneeartscenter.org) and Denise Brinson at [denise@suwanee.com](mailto:denise@suwanee.com) . Please direct all questions to Denise Brinson ([denise@suwanee.com](mailto:denise@suwanee.com) or Cell 404-510-6232). This position is open until filled.