

Job Title: Executive Director

Organization: The Fine Arts Center Partners

Location: Greenville, South Carolina

About Us:

The Fine Arts Center Partners, a 501(c)3 nonprofit organization, was established in 2012 for the purpose of promoting, encouraging, recognizing, and sponsoring the Fine Arts Center of the Greenville County Public Schools. Today, the Partners is an entirely volunteer-run organization. Other than necessary administrative expenses, funds raised go directly to the school to provide equitable access to above and beyond arts education experiences for the students of the Fine Arts Center (FAC).

The mission of the Partners is to support the FAC in meeting the needs of the students relative to four main areas:

- **Relationships** – with the community that the school serves
- **Partnerships** – that offer students the opportunity to participate in and give back to community arts organizations
- **Sponsorships** – to cover above and beyond experiences such as master classes, field trips, and entry fees to regional and national competitions
- **Scholarships** – to assist students who want to pursue study in the arts over the summer or in college

The Board of Directors of the FAC Partners is comprised of dedicated professionals who share a passion for the arts and a commitment to the Mission, Vision, and Core Values of the Fine Arts Center. Our Board includes Arts leaders in the Greenville community, FAC Alumni, parents of FAC Alumni, current FAC Faculty, and FAC student representation.

Position Overview:

We are seeking a highly motivated and experienced Executive Director to lead our non-profit organization. The Executive Director of the Fine Arts Center Partners serves as the management leader of the organization. Working in conjunction with the FAC Director and the Partners' Officers, the Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization.

The expected workload for the position is 20-25 hours per week, with some weeks requiring fewer hours and some requiring more. The Executive Director may occasionally need to attend an evening or weekend engagement in order to effectively perform their networking or fundraising duties. The ideal candidate will have a strong background in development, fundraising, and relationship building within the arts and education sectors.

Other key duties include fundraising, marketing, and community outreach. The position is that of an independent contractor who reports to/is responsible directly to the Board of Directors.

Responsibilities:

1. **Strategic Leadership:** Working with the FAC Director and Partners' Officers, provide leadership to the organization and to all committees. Help craft the strategic plan for the Partners and work with stakeholders to implement that plan. Develop and execute the organization's strategic vision, ensuring alignment with the mission of supporting the Fine Arts Center.
2. **Fundraising and Development:** Lead fundraising efforts, cultivate donor relationships, manage grant writing and reporting, and implement strategic development plans to ensure financial sustainability and growth.
3. **Board Development** - Ensure that the current board has the resources it needs to perform at a high level. Actively recruit board members that will serve the needs of the organization and work to grow it. Ensure that new board members receive onboarding and training to ensure success in their new roles. Keep the board informed of changes in membership, details on donors, progress of fundraising campaigns, and progress towards goals. Coordinate with the FAC Director and FACP Officers to plan and prepare meeting structure and information for board and committee meetings.
4. **Legal, Ethical, and Financial Compliance** - Ensure that the organization is operating in compliance with all laws and regulations, and that all actions that the board and its members take are aligned with the highest ethical standards. Ensure that the Partners are running a fiscally responsible organization that is attractive to donors. Ensure regulatory and tax compliance, and files timely required reports to Federal and State offices. Has the authorization to spend up to amounts as shown in the approved budget.
5. **Community Engagement:** Build and maintain strong relationships with key stakeholders, including artists, educators, community leaders, and supporters to enhance the organization's presence and impact.
6. **Advocacy and Partnerships:** Advocate for the Fine Arts Center and the FAC Partners, forging partnerships with local businesses, government agencies, and other non-profits to advance shared goals.

7. **Operational Management:** Oversee day-to-day operations, including budgeting, program development, and staff management. Communicate consistently and effectively with the FAC Director, the FACP Officers, and the FACP Board.

Qualifications: We seek a candidate with a proven track record in fundraising and development, ideally within the arts or education sectors. While some relevant experience is preferred, strong fundraising skills are a major focus. The ideal candidate should be deeply motivated by the mission of the FAC Partners and the Fine Arts Center, with a belief in its Mission, Vision, and Core Values. Strong leadership, strategic planning, communication, and relationship-building skills are essential. Experience in organizational management and budget oversight is also important. However, motivation, creativity/imagination, the ability to be a self-starter, and potential for success may outweigh specific experience.

Preferred Qualifications:

- Familiarity with the local arts and education landscape in Greenville, South Carolina.
- Previous experience working with or supporting Fine Arts Centers or similar institutions.

Compensation:

- The compensation is \$4,166.67 per month, yielding a total annual compensation of \$50,000.00
- The expected workload is 20-25 per week. Depending on the time of the year, some weeks will have a higher or lower number of work hours.
- A computer will be provided for the Executive Director - PC or Mac as preferred. The device is to be used for Partners work only; all files, emails, designs, or other material must be kept as property of the Partners.

Please note that this is a remote position. The Executive Director must be able to work from home, and therefore should be skilled in working independently and unsupervised.

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to John Warner - John@facpartners.org.

Application Deadline: September 16, 2024

We look forward to welcoming a passionate and visionary leader to join our team and contribute to the vibrant arts community in Greenville, South Carolina.