

CT ARTS ALLIANCE

Job Description

Title: Interim Executive Director

Reports to: Board of Directors

Classification: Exempt

Hours: Part time ~20 hours/week, salaried 1099 contractor or PT employee (negotiable)

Last Update: November 18, 2024

OVERVIEW

The Connecticut Arts Alliance is undergoing a staff leadership transition and seeks a talented and experienced *interim executive director* for a period of six months to serve as our interim chief executive and operating officer as we complete a strategic and broad search for this growing organization's next staff leader. Working alongside and reporting to the president and the Board of Directors, the interim executive director provides leadership and expertise, as well as sustaining strategic direction and fund development that support the financial vitality and programmatic strength of the organization; serves as partner to the Board of Directors and with the community; implements the mission of the organization; engages and manages staff, vendors, and other professionals in the sector.

RESPONSIBILITIES

Policy and Planning

- Engages the board in the work of the organization and planning for its future.
- Implements the current strategic plan and funding roadmap goals.
- Evaluates the quality and effectiveness of individual programs, providing board with data and information needed to determine strengths and weaknesses of current offerings.
- Perform research and analysis that can inform future programming that is relevant to our individual members and member organizations through collaborative engagement.

Budget and Finances

- Prepares and proposes a revised annual budget in concert with board leadership.
- Manages programs according to board-adopted financial policies and budget guidelines.
- Proactively identifies and manages cash flow opportunities and risks throughout the year.
- Participates in ongoing planning for long-term financial stability of the organization.

Fundraising and Development

- Develops and implements fundraising plans, including strengthening individual giving and grant opportunities.
- Ensures staff support of board activities to support development and outreach efforts.
- Updates board on fundraising and other revenue progress to goals.

Board Meetings

- Ensures that board members have necessary information and meeting materials.
- Attends meetings, excluding closed executive sessions.
- Partners with board leadership on organizational transition planning.

Committee Work

- Participates in committee meetings as a non-voting member.
- Ensures that committee members have staff support and needed materials/information/reports.

Board Development

- Develops and sustains strong working relationships with board members.
- Shares appropriate information to keep the board informed and educated about ongoing organizational activities and changes in the field in which the organization works.
- Identifies potential new board members and participates in orientation.

Staff Oversight, Compensation, and Evaluation

- Oversees and evaluates all staff—currently one FT marketing & outreach employee.
- Sets staff salaries, benefits, and policies within budget.

Public Relations and Communications

- Serves as public face and official spokesperson for the organization.
- Directs public relations, communications and advocacy efforts.
- Cultivates, leverages, and manages existing and new community partnerships.

SKILLS AND EXPERIENCE

- Professional experience (at least 5 years) in business, arts administration, nonprofit management, or a related field.
- Five to seven years of progressive senior management experience in a cultural institution.
- Understanding of and commitment to concepts of equity, diversity, accessibility, and inclusion.
- Excellent organizational, written, oral communication and public presentation skills.
- Strong financial management experience, including budget development and fiscal management.
- Demonstrated success with securing grants and other sources of revenue.
- Professional experience in interim leadership with a track record of leading organizational transition

REQUIREMENTS

- Ability to work during standard office hours, with occasional evenings and weekends as needed.
- Ability to supervise, motivate, and work collaboratively with others as part of a team.
- Ability to travel throughout the state with the possibility of occasional travel overnight and/or out-of-state.
- Demonstrated knowledge of and a passion for Connecticut's arts and culture ecosystem.

SALARY RANGE

- While the weekly time commitment and length of interim period are both negotiable for the selected final candidate, we expect to pay between \$750-1000 per week for a contract of six months at an estimated 20 hours per week.

HOW TO APPLY

- Please email a letter of interest and a resumé or CV to board@ctalliance.org by Monday, November 25.
- Please indicate in your letter of interest in the interim role if you may also have interest in being a candidate for the more permanent executive director opportunity we will post soon.
- Priority given to applicants by the deadline. Finalists will be asked to provide two professional references and a brief biography.