William Bonifas Fine Arts Center
Job Description

TITLE: Executive Director

SUPERVISOR: Board of Trustees

HOURS: 40 hrs/week

Nature of Work

The Executive Director is the key management leader of the Bonifas Arts Center. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Qualifications

• Bachelor’s degree from an accredited college or university is required.
• Experience in managing staff and internal business operations.
• Experience in developing and managing budgets.
• Interest in arts and culture.
• Experience and success in grant writing and fundraising.
• Strong organizational and multitasking skills.
• Previous non-profit experience desired.
• Working knowledge in computer usage (i.e. word processors, spreadsheets, email internet).
• Excellent oral and written communication skills.

Essential Functions

Organization Operations (Administration and Management). Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  • Effective administration of the Bonifas Art Center’s operations.
  • Hires and retention of competent, qualified staff.
  • Maintains the building and facilities, including improvements and renovations.
  • Signs all notes, agreements, and other instruments made and entered into and on behalf of the organization

Financial Performance and Sustainability (Fiscal Management, Fundraising): Develops resources sufficient to ensure the financial health of the organization.
  • Responsible for the fiscal integrity of the Bonifas Arts Center including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
• Manages the Bonifas finances in a manner that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

• Fundraises and develops other resources necessary to support The Bonifas’ mission.

**Organization Mission and Strategy (Program Development and Delivery, Community Relations):** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

  • Ensures implementation of Bonifas’ programs that carry out the organization’s mission.

  • Creates strategic plans to ensure that the Bonifas can successfully fulfill its mission into the future.

  • Enhances the Bonifas image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**Board Governance (Board of Trustees):** Works with board in order to fulfill the organization mission.

  • Leads the Bonifas in a manner that supports and guides the organization’s mission as defined by the Board of Directors.

  • Communicates effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Examples of work**

  • Oversee staff recruiting, evaluation, disciplinary, resignation, and dismissal processes.

  • Assist with solutions and directions for staff questions and comments.

  • Field comments, complaints and suggestions from internal and external sources.

  • Give presentations to local groups, organizations and public functions.

  • Serves as host for Bonifas events.

  • Ensure promotion of Bonifas events is thorough and effective.

  • Awareness of grant and funding opportunities, requirements, and deadlines.

  • Provide Board of Trustees with written monthly report, attend and participate in monthly Board of Trustee meetings.

  • Evaluate the condition of the building and grounds, and contract contractors for estimates to report to the Board of Trustees and/or Building Committee.

  • Other duties as assigned by the Board of Trustees.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate but may be loud in areas of equipment operation.

The above statements are intended to describe the general nature and level of work performed in this classification. They are not intended, and should not be construed, as exhaustive lists of all job functions, responsibilities, skills, efforts, or working conditions necessary to perform a job per personnel so classified. These are intended to be accurate reflections of principal job elements and may be supplemented as necessary.

*I have read and understand this job description, and I understand that these are criteria against which I will be evaluated.*

Employee  
Date

Developed: 12/04  
Revised: 4/21/14, Aug2018, Jan2020