



PAJARO VALLEY ARTS - EXECUTIVE DIRECTOR

Job Description

PVA Mission: *Bringing the Community Together Through the Arts*

Position Available: Pajaro Valley Arts seeks a dynamic and experienced leader to serve as Executive Director to advance the mission and agenda of the organization under supervision of the Board President, work closely with staff and volunteers to meet PVA deadlines and maintain workflow. The Executive Director serves as representative of PVA in the office and in the community. Must become familiar with PVA operations as a nonprofit 501(c)(3) corporation, including its history and mission, bylaws and policies. Work with the Board, staff, volunteers, and community partners to expand the organization's capacity to provide community programming into the new, larger facility, the Porter Building. The position is part-time (25-29 hours) at-will, paid hourly and does not include health benefits. The Executive Director serves at the pleasure of the Board of Directors. Any significant changes to this job description, duties and hours must be approved by the Board.

RESPONSIBILITIES INCLUDE:

COMMUNITY & PUBLIC RELATIONS

- Assure that PVA and its mission, exhibits, programs, and events are consistently presented in a strong, positive manner.
- Lead and implement efforts to engage with and support the visibility and advancement of historically underserved communities.
- Collaborate with community leaders and organizations including Watsonville City Council and City departments, Pajaro Valley Unified School District, Santa Cruz County departments, and community based organizations to collectively support the safety, health, and wellbeing of community members.
- Write features/articles for publication.
- Oversee and assure that all media materials and programming are consistently of high quality and adhere to the PVA brand.
- Attend exhibit receptions and public events.

DEVELOPMENT & FUNDRAISING

- Oversee all phases of capital campaigns.
- Oversee all other fundraising planning and implementation including identifying resource requirements; researching funding sources; and establishing strategies to approach funders.
- Identify grant and foundation resources; write letters of intent and grants; represent PVA to funding/granting organizations; and write and submit grant reports.
- Work with staff to generate donor lists and become familiar with Sumac donor database.

FINANCIALS

- Oversee the PVA Financial systems including database and QuickBooks, tax filings, and audit functions.
- Develop resources sufficient to ensure the financial health of the organization and monitor the budget with the Board and staff.
- Inform Board, well in advance (minimum quarterly), of any changes to the fiscal health of the organization.
- Coordinate year-end tax filing with Accountant and file returns.

BOARD SUPPORT

- Attend monthly Board meetings, and committee meetings as needed.
- Work with Treasurer and staff to develop budget, and to provide pertinent, timely information to the Board.
- Work with the Board to develop skills and abilities of new directors including attainment of organization's diversity and equity objectives.
- Work with Board to set the strategic direction and plan of the organization.

SUPERVISION

- Manage the performance of PVA Staff.
- Work closely with Office Manager and Board to negotiate lease agreements and insurance policies/needs.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

Three or more years of nonprofit management experience which demonstrates:

- Strong written and oral communication skills. Bilingual English/Spanish preferred.
- Strong public speaking skills.
- Professional, transparent, and high integrity leadership.
- Experience and skill to effectively work with a Board of Directors.

- Demonstrated commitment to equity and the advancement of historically underserved communities; experience working in low income and/or Spanish speaking communities is desirable.
- Ability to honor and celebrate diverse forms of arts, culture, and creative expression.
- Experience with art exhibitions, design implementation and workshop classes and programming is highly desirable.
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability and experience to manage, train/coach, and collaborate with staff.
- Demonstrated experience with fundraising, donor development, sponsorships, and membership models.
- Solid organizational abilities, including planning, delegating, program management and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong work ethic with a high degree of energy.
- Proficiency in QuickBooks, database management such as Dropbox, Google suite, and Microsoft Office.

PVA is an EQUAL OPPORTUNITY EMPLOYER. This organization is committed to equality of opportunity for all employees and job applicants. Therefore, PVA will not discriminate against employees or job applicants because of race, color, age, religion, national origin, political or union affiliation, marital status, veteran status, gender or sexual orientation, appearance, sex, pregnancy, disability, genetic information or other non-job-related factors.