



The Flower City Arts Center is a 501(c)(3) nonprofit community visual arts center in Rochester, NY offering Printing and Book Arts, Photography, and Ceramics classes, gallery space, access to equipment and space for hourly or monthly rental, supplies and a small shop for artist sales. We are located in old firehouse in a vibrant city neighborhood. We are an inclusive, welcoming place for all to express themselves through visual arts. We focus on creating opportunities for the underserved and strive to provide professional-level visual arts classes, workshops, galleries, and services to those in the Greater Rochester, NY community and beyond at a national high level of visual artistry.

The Executive Director is the primary staff officer and spokesperson of the Flower City Arts Center. The Executive Director is responsible for overseeing the administration, programs and tactical efforts of the organization. Other key duties include fundraising, marketing, and community outreach.

The Ideal Candidate's knowledge/skills include:

- Visual arts sector knowledge including education (K-12 and post-secondary).
- Knowledge of funding in the arts sector at the local, state, and national levels.
- Broad business knowledge, including human resources, fundraising, financial, and legal.
- Excellent written and oral communication skills, including public speaking.

GENERAL RESPONSIBILITIES

1. **Board Governance:** Works in collaboration with the Board in order to fulfill the organization's mission, as defined by the Board. Communicates effectively with the Board to provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Fundraising:** Acts as chief fundraiser. Pursues appropriate grant opportunities. Develops and maintains corporate partner relationships. Implements other fundraising vehicles for the Corporation, as defined by a fundraising plan developed annually to support Center priorities. Supported by the Development Director.
3. **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategy, and community outreach. Responsible for implementation of the Center's programs that carry out the organization's mission. Works with the Board to deliver the strategic plan and ensure that we can successfully fulfill our Mission into the future. Dynamically works for the enhancement of the Center's image through active, visible presence in the community and working closely with other professional, civic, and private organizations. Fully maintain the Center's records and information; understand and adhere to laws and regulations as they apply to the Center's mission and operations; maintain the Corporation's property, facilities, and equipment; and perform any other duties as directed by the Board.
4. **Staff Culture and Performance:** Maintains all job descriptions of responsibilities; motivates, supervises, and directs employees in the performance of their duties; drives teamwork; maintains personnel policies; conducts employee evaluations; makes salary, hiring, and termination decisions in consultation with the Board; and designs and plans an organizational structure to optimize performance.
5. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the Center. Responsible for developing all revenues necessary to support the Organization's mission in a positive financial position. Responsible for the fiscal integrity of the Center, including submission to the Board of the proposed annual budget and monthly



financial statements, as well as records of receipts and disbursements. Signs contracts within the normal course of business. Performs any other tasks necessary to maintain the financial condition of the organization and accurately reflect its financial condition. Adheres to established Financial Standards of Operations.

6. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are efficient and effective. Responsible for the hiring and retention of competent, qualified staff. Sources and empowers the staff to succeed and maintains a motivating culture that is visible to all who interact with the Center.
7. **Asset Management:** Maintains the Center's property, facilities, and equipment and prepares capital plans for the Board and Board Building Committee to keep equipment current and to keep the structure safe and viable for community use.

The Ideal Candidate's Qualifications Include:

1. Bachelor's Degree minimum; advanced degree in the arts or business preferred, or equivalent combination of education and experience.
2. Ten or more years senior nonprofit management experience, or equivalent combination of education and experience, with demonstrated ability to work constructively with Board of Directors; visual arts experience a plus
3. Strong leadership and communication skills with clear, energizing public speaking presence
4. Demonstrated ability to lead and collaborate with staff through engaging organizational skills which includes planning, delegating, program development and task facilitation
5. Proven ability to advance the organization through problem solving, conflict management, differing perspectives and positive motivation
6. Experience growing organizational awareness in the broader community combined with creative marketing concepts to promote programs, initiatives and events
7. Ability to effectively communicate the mission in a manner that engages stakeholders, members, donors, volunteers and the community.
8. Active, demonstrated fundraising experience with clear understanding of fundraising sources and maintenance of strong donor relations. Proven person-to-person relationships with individuals, grantors and corporations leading to significant success in community campaigns and all other annual efforts and sponsorships
9. Strong financial management skills, including budget preparation, analysis, decision making and reporting. Success in generating new revenue streams and the achievement of strong financial results; supported by Finance Manager.
10. Strong work ethic with a positive, inspiring level of energy.

WORK LOCATION: On-site and In-person.

REPORTS TO: President of the Board of Directors and/or the President's designee

HOURS: Full time. Hours vary. Some evenings/weekends are required to support center events.

SALARY: Minimum \$60,000.00

BENEFITS: Health insurance, sick time, vacation time, and holidays.

PLEASE EMAIL CANDIDATE RESUMES TO: Fcac.search.committee@gmail.com