



401-403 Canal Place, Little Falls NY 13365
www.mohawkvalleyarts.org - 315.823.0808
June 09, 2021



WE'RE HIRING AN EXECUTIVE DIRECTOR!

JOB ANNOUNCEMENT: *Immediate opening.* The Mohawk Valley Center for the Arts (MVCA) is seeking an Executive Director. The Executive Director is responsible for the administration of MVCA, reporting to a volunteer Board of Directors. The Executive Director is responsible for the organization's achievement of its mission and strategic plan.

GENERAL RESPONSIBILITIES:

- Work with the Board of Directors to seek its involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
- Collaborate with organization staff and volunteers.
- Serve as MVCA's primary spokesperson to constituents, the media, and the general public.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Execute contracts on behalf of MVCA as authorized by the Board of Directors.
- Fund development, grant oversight and fiscal management, together with the Board of Directors, to develop and manage the fundraising and financial strategies of MVCA.

SKILLS AND QUALIFICATIONS:

- Demonstrated ability to advance the mission and agenda of a non-profit organization
- Proven record as successful fundraiser through programming, grant writing, or other fundraising activity
- Strong written and verbal communication skills
- Strong planning, organizational and analytical skills
- Ability to positively motivate and build consensus among diverse groups and community entities
- Ability to motivate and build consensus among volunteers in a non-profit organization
- Ability to lead with a positive attitude
- Ability to use current technology, including computer software, social media, email, etc.

PREFERRED BUT NOT REQUIRED:

- Bachelor's Degree
- Arts administration experience

COMPENSATION:

The position is full-time (30 hours per week) and could include remote working and flexible hours. Starting salary is \$25,000, with annual performance reviews for possible increases in compensation.

PROCEDURE FOR APPLYING:

Qualified candidates should email a current resume, together with a cover letter indicating interest in the position to Jeffrey Smith, Board President, at prosurgjls@yahoo.com. Deadline for application is June 25, 2021.