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Executive Director Arts Council of Lake Oswego

Position Summary

The Executive Director of the Arts Council of Lake Oswego is responsible for planning, organizing and directing the activities of the Council. The Executive Director reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives.

Essential Responsibilities

Overall administration of all ACLO operations and services -

- Assure the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
- Maintain official records and documents and ensure compliance with federal, state and local regulations.
- Management of ACLO staff, consultants, contract employees and volunteers,
 - Be responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers.

Budget and Finance -

- Development of the ACLO budget and operating within that budget and maintaining sound financial practices.
- Administration of contracts.

Leadership and Development -

- Represent the program selection, direction and content in light of community applicability and organization goals
- Fund Development – plan and produce fund raising programs and events with active Board; develop funding strategy; work with Board to active funding goals

Communications

- Public Relations – create, identify opportunities to enhance ACLO's visibility, position and credibility within the community; represent ACLO with elected officials, ACLO's constituencies and the broader community

- Board Relationship – see that the board is kept fully informed on the condition of the organization and all important factors influencing it, understand the Board governance function and help members to be effective.

Qualifications

- Degree from an accredited 4-year college/university preferably in nonprofit management, arts/business administration, public administration or arts field
- Minimum of four years' experience in management of an arts organization, a local or state arts agency, or as a department head of a visual arts department in an accredited college or university. Additional qualifying experience may be substituted for the required education or work experience on a year-for-year basis
- Excellent written and oral communication skills
- Leadership ability – self motivated
- Ability to work with local government
- Ability to communicate effectively with artists, contractors and volunteers
- Knowledgeable, passionate and committed to the arts
- Budget development and management, fundraising and event experience
- Ability to form partnerships
- Ability to set priorities and multi-task
- Organizational and administrative skills
- Strategic planning and implementation experience
- Computer skills and social media skills

Application Deadline is January 4th, 2012

Send Resumes to artscouncillakeoswego@gmail.com