

CULTURAL COUNCIL OF GREATER JACKSONVILLE

EXECUTIVE DIRECTOR JOB DESCRIPTION

Experience/Qualifications

- Experience as the executive leader of an organization
- Versed in working with nonprofit boards and volunteers
- Bachelor's degree required; advanced degree desired
- Knowledge of the community in the Greater Jacksonville area and the surrounding counties
- Experience in managing the administration of public and private funds
- Provides vision and strategy implementation plans to the Community as well as Stakeholders of all Cultural Council activities as agreed to by the Board
- Ability to positively motivate, manage, supervise and develop all staff
- Knowledgeable and passionate about the arts and culture
- Outstanding written, oral and interpersonal communication skills
- Visionary and innovative thinker
- A strategic thinker with governance skills who can help the Board define areas of focus, and articulate a consistent mission
- Strong planning, organizational and analytical skills
- Capable of maintaining impartiality, confidentiality, and discretion.
- Willingness to learn and adapt to change
- Able to discern needs in the Greater Jacksonville area and then conceptualize, develop and implement programs to meet these needs
- Sensitive to political, social, geographical, and economic issues of the Greater Jacksonville area
- Has an overall attitude of providing service and growth opportunities to artists and arts organizations

Leadership

- Serves as arts and culture leader and champion in the Northeast Florida community
- Provides vision, strategy, implementation plans and leadership for all Cultural Council activities as agreed to by the Board
- Leads collaboration with City, arts and cultural organizations, artists and community
- Supports cultural organizations through collaborative leadership
- Attends/participates in local arts and cultural events
- Serves as the face of the organization
- Strategic thinking and planning

Development and Fundraising

- Passionate about the arts and culture, and able to articulate its relevance to both quality of life and economic development
- Develops and maintains positive relationships with local government, business leaders, civic groups, and arts patrons
- Experience in fund development, annual community campaign, and corporate fundraising to help meet the fundraising goals of the Cultural Council of Greater Jacksonville
- Ability to successfully campaign and knowledgeable in grassroots funding of the arts
- Provides leadership in development and fundraising strategies for arts and culture

- Leads advocacy for arts and culture with the City and community for funding and support, working in collaboration with the Board, arts and cultural organizations and artists
- Demonstrates the value of arts and culture

Advocacy

- A strategic thinker with governance skills who can help the Board to define the organization's areas of focus, and articulate a consistent mission
- A capable and strong advocate for the Cultural Service Grant Program (CSGP) who is able to strengthen the relationships surrounding this program, which include the Mayor, the City Council and the 30 current Cultural Service Grant Program (CSGP) recipients
- Cultivates stakeholder relationships and leverage at the local, state and national levels
- Engages and educates community in arts and culture
- Attends appropriate local, state and national conferences to develop relationships and enhance the work of the Cultural Council
- Monitors program initiatives and government activity (national, state and local) for impact on arts and culture in the community
- Advocates for policy reform where appropriate
- Develops, maintains and advocates for a community arts and culture plan
- Leads artist community, communicates artist opportunities and provides professional artist education and support

Board and Governance

- Understands the role of the Board (E.g. governance, policy)
- Reports to Chair of the Board
- Leads organizational governance
- Works with the Board and the committees in establishing goals, strategies, tactics and implementation plans
- Advises Board on governance issues, interpretation and as-needed revisions of the by-laws
- Collaborates with the Board Chair to assure timely communication with the Board; preparation of Board meeting materials and Board/Committee meeting schedules
- Works with the Board and the Mayor's Office on filling Board/Committee vacancies
- Supports Board development and organizational training

Administrative

- Employs, supervises, and develops a professional staff to implement programs and services of the Cultural Council of Greater Jacksonville
- Ensures the procurement, supervision, coaching, and nurturance of volunteers and staff members as needed to conduct the business of the Cultural Council of Greater Jacksonville
- Disciplined approach and follow through
- Manages day to day operations of the Cultural Council of Greater Jacksonville
- Develops and manages approved budgets, working with the Board and Finance Committee
- Oversees administration/distribution of City *Cultural Service Grant Program funds
- Oversees administration of **Art in Public Places ordinance through APP Committee
- Develops an organizational structure that reflects the strategic plan and vision
- Maintains, develops and manages appropriate staff
- Establishes and maintains job descriptions for each position and conducts regular staff reviews and evaluations
- Maintains working relationships with City leaders and City staff

- Adheres to the Cultural Council by-laws, City and State ethics and Sunshine laws
- Performs other administrative duties as requested by the Board Chair

***Cultural Service Grant Program (CSGP):** This program was designed to provide public support to arts and cultural organizations that contribute to the quality of life of Duval County's residents. Every year, non-profit organizations in the arts and cultural sector apply to receive City-funded grants to help support their missions and create broader access to the arts in Jacksonville. City of Jacksonville funds are administered by the Cultural Council of Greater Jacksonville through the Cultural Service Grant Program (CSGP), a competitive grant process governed by City ordinance.

****Art in Public Places (APP):** This program was designed to integrate a wide range of art into spaces that are free and accessible to the public. The City ordinance requires that a percentage of the collection be representative of the artists from Northeast Florida. The artworks contribute positively to Duval County's evolving and vibrant urban landscapes. Through its collection and related programming, APP raises public awareness, knowledge, and appreciation of the arts through direct experiences.