



The Oklahoma Visual Arts Coalition (OVAC) seeks a dynamic, innovative Executive Director. A 28-year old nonprofit organization, OVAC helps artists across the state and region to realize their potential through education, exposure, and funding. See www.OVAC-OK.org for more on the organization's history and impact. The mission of OVAC is to support Oklahoma's visual arts and artists and their power to enrich communities.

Job Title: Executive Director

Organization: Oklahoma Visual Arts Coalition

Location: Oklahoma City, OK

Salary Range: \$48-70K commensurate with experience

Applications will be considered on a rolling basis; position to remain open until filled. To ensure full consideration by the committee, please have all application materials submitted by February 3, 2017.

Full Time/Permanent

The position and ideal candidate:

OVAC seeks an inspiring leader who understands the value of relationships in building and growing a statewide organization. An ideal candidate is a strong strategic thinker with excellent non-profit management skills. The Executive Director must be flexible and adaptive, resourceful and values-driven, and also have a good sense of humor. S/he will foster a rewarding workplace that is stimulating, respectful, collaborative, relationship-driven, and results-oriented, and where OVAC's mission will thrive. The best candidates will have experience in the non-profit sector, particularly with the arts and artists in community-based settings; a record of success partnering with, developing, and engaging nonprofit boards; knowledge of fundraising and non-profit financial management; proven ability to work collaboratively; and strong leadership skills.

ROLES AND RESPONSIBILITIES:

The Executive Director will be committed to effectively leading this distinguished organization and strategically growing OVAC for future generations of Oklahoma artists. The ED will nurture and maximize staff and volunteer resources while also better positioning OVAC financially and strengthening the national reputation of the organization.

Key responsibilities include:

Leadership

- Participates with the Board of Directors in developing a clear vision and strategic plan to guide the organization.
- Implements all aspects of the organization's operational policies, procedures, strategic objectives and initiatives.
- Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities; fosters effective teamwork with the Board.
- Acts as a spokesperson, along with the Associate Director and Board President, for the organization, serving as a leader within the national arts landscape and in the Oklahoma statewide arts community.

Human Resources Management and Staff Development

- Directs the organizational staffing structure, implementing a fair and equitable, positive, healthy, and safe work environment in accordance with all federal and state employment laws and regulations.
- Oversees the implementation of the human resources policies, procedures and practices as set forth in the personnel manual.
- Maintains positive and productive relationships with staff and volunteers and assures completion of their assigned tasks.
- Implements a performance management process for all staff that includes monitoring the performance of employees on an on-going basis and conducting an annual performance review for each.
- In collaboration with the Accounts Supervisor, ensures that files are securely stored, privacy/confidentiality is maintained and data is backed up on a regular basis.
- Maintains contracts and corporate records (including by-laws, articles, minutes of meeting) in the office and available for review.
- Ensures that the organization carry appropriate and adequate insurance coverage.
- Coaches, mentors, and empowers staff to grow within their positions and as staff leaders.
- Direct day-to-day supervision of staff and interns.

Fund Development and Financial Management

- Determines tangible goals for both contributed and earned revenue (including sponsorships, grants, memberships, etc.), grow existing revenue, develop new revenue opportunities, and evaluate effectiveness of marketing and giving campaigns.
- Identifies, writes and manages grants (identify, write proposals, apply for, and manage grants) throughout year.
- Drives strategy for membership programs and for growing, retaining, and nurturing member loyalty.
- Secures individual and corporate gifts.
- Works with the Board to prepare a comprehensive budget and ensures that the organization operates within budgetary guidelines.
- Ensures that sound bookkeeping and accounting procedures are followed.
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization.
- Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- In collaboration with the Accounts Supervisor, oversees the organization's annual audit.
- Ensures that the organization complies with all legislation regarding taxation and withholding payments.
- Maintains internal controls, safeguarding compliance with federal, state, and local regulations.

Program Planning and Management

- Oversees the delivery of the programs and services of the organization to maintain or improve quality in collaboration with the Associate Director.
- Oversees and manages the presentation of annual programs and exhibitions.
- Creates a strategic outline for year-round programming to keep the OVAC visible to the public.

Required skills:

- Master's degree or commensurate leadership experience in non-profit arts management, art, art history, or related field.
- Outstanding verbal and written communication skills, including significant public speaking and grant-writing experience.
- Proficiency in desktop publishing, word processing, email, social media and database programs.
- Strong leadership experience supervising staff and volunteers.
- Experience in group facilitation.
- Skilled in working collaboratively and as part of productive teams.
- Proven fundraising ability.
- Maintain a working knowledge of significant trends and developments in the contemporary art and artist support fields.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to take initiative and problem-solve.
- Aptitude in adapting to and utilizing new technology.
- Extensive travel to locations across Oklahoma is required. Regular national travel is required.
- Availability and enthusiasm for a non-traditional work week; frequent nights and weekends.

Physical requirements:

- Ability to lift 40 lbs.
- Valid driver's license.

To apply please email cover letter and resume to:

ovacboard@ovac-ok.org. Alternatively, please mail to:
Search Committee Co-Chairs, Oklahoma Visual Arts Coalition,
730 W. Wilshire, Ste. 104, Oklahoma City, OK 73116.

No telephone calls please.