



Executive Director Job Description

The ideal candidate should have fundraising, marketing and promotional skills, strong business skills, and excellent written and oral communication skills. The executive director must be capable of multi-tasking jobs, be very detail-oriented, and a creative problem solver. The executive director is responsible for general operations, budget development, programming, strategic planning, general administration, revenue generation, and community relations, overseeing a small staff.

Preferred qualifications:

- Bachelor's Degree in marketing, business administration, or related field
- 3-5 years' experience in arts, non-profit administration, fundraising, or marketing

Hours: Full-Time with some evening and weekend work required

Duties include but are not limited to:

Fundraising & Development

Coordinate annual fundraising campaign and annual fundraising events
Implement and manage special fundraising projects
Donor Relations
Handle deposits and donations utilizing DonorPerfect.
Community involvement as the face of the organization
Grant writing

Administrative

Create and manage annual budget
Plan and oversee the distribution of Affiliate Grants
Filing, report creation, and accounting working with an outside bookkeeper
Preparing spreadsheets using Microsoft Excel and Google Docs
Preparing packets for board meetings and presenting monthly reports
Recruiting, training, and scheduling interns/volunteers
Managing ticket sales and the Box Office

Show Production & Programming

Send weekly ticket reports to bookkeeper and agents
Negotiate and execute contracts
Advancing shows
Corresponding with tour manager
Hospitality for shows and week of show details, including managing staff/volunteers

Marketing & Promotion

Website, social media management, and newsletter development
Make regular media appearances and maintain positive working relationships with media outlets
Work with specific affinity groups on a show-by-show basis to sell tickets

HAAA's mission is to create a vibrant community by providing quality arts experiences for all. HAAA is an Equal Opportunity Employer.

Interested individuals should email their résumé with two references to Board of Directors Vice President, Walker Brunner, at walkerb.haaa@gmail.com by **July 12th, 2024**



Walker Brunner
Vice President of the Board
Henderson Area Arts Alliance
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