



820 SW Adams St.
Peoria, IL 61602
309.676.2787

Job Description: Executive Director

ArtsPartners of Central Illinois

Organization

ArtsPartners of Central Illinois promotes the arts as a vital component of central Illinois' cultural and economic development.

Founded in 1999, ArtsPartners of Central Illinois, Inc. is a 501(c)(3) tax-exempt, not-for-profit organization whose mission is to build awareness and strengthen the arts as an economic catalyst for the Peoria area.

We accomplish our mission by:

- facilitating collaborative initiatives among arts organizations and other entities
- expanding audiences
- acting as a liaison and coordinator of arts information and resources
- expanding educational opportunities
- encouraging public participation
- keeping the arts on the community agenda.

We also realize our mission by developing and implementing community-wide arts marketing activities; facilitating collaborations among arts organizations; creating and nurturing partnerships with the business community, media, local agencies and educational institutions; and offering professional development seminars to the arts community.

The Peoria Civic Center Authority and City of Peoria have committed a portion of collected restaurant tax to ArtsPartners as an economic investment, recognizing that a rich cultural environment is an economic benefit to the entire Peoria area.

For more information, please visit <http://www.artspartners.net>

Position

Reporting to the Board of Directors and working closely with our municipal partners, the Executive Director (ED) will have overall strategic and operational responsibility for ArtsPartners of Central Illinois' staff, programs, expansion, and execution of its mission. S/he will be knowledgeable of the arts in Central Illinois and the core programs, operations, and business plans of the organization.

Responsibilities

Leadership & Management:

- Ensure ongoing ArtsPartners program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
 - Carry out the mission of ArtsPartners
 - Develop an annual budget (current budget is approximately \$100,000)
 - Establish office policies, procedures, record keeping, and financial management system
 - Prepare and file all necessary reports, tax forms, employment forms, etc.
 - Research and recommend to the board new program opportunities that advance the organization's mission
- Engage ArtsPartners volunteers, board members, event committees, partnering organizations, and funders
 - Recruit, train and supervise staff and volunteers (currently 2 part-time staff, 2 regular volunteers and 10 volunteers on an as needed basis)
 - Insure effective use of organizational databases of volunteers, funders, partnering organizations and artists
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction
 - Support board meetings by providing information and recommendations

Fundraising & Communications:

- Be a local presence for arts advocacy and economic development through the arts and culture of the Peoria and Central Illinois area
 - Promote arts programs as a component for economic development in the Peoria area

- Work with area legislators to keep the cultural arts on the legislative agenda
 - Establish and maintain a positive working relationship with the Illinois Arts Council, Arts Alliance Illinois and government and advocacy agencies
- Create a strong brand for ArtsPartners
 - Develop media opportunities and editorial placements
 - Prepare all promotional materials, social media, news releases, direct mail
 - Maintain a positive presence in the community for ArtsPartners and the arts in general
- Use external presence and relationships to garner new opportunities
 - Develop and maintain relationships with established arts organizations
 - Work with local artists to promote their events and exhibits
- Expand revenue generating and fundraising activities to support existing program operations and potential expansion
 - Work with the Peoria Area Convention and Visitors Bureau and other partners to promote arts/cultural activities that bring arts/cultural events to the Peoria area
 - Seek opportunities for donations of goods and in-kind services to ArtsPartners
 - Oversee grant writing and research

Qualifications

The ED will be committed to ArtsPartners' mission. All candidates should have proven leadership, communication and relationship management experience. Demonstrable experience and other qualifications include:

- College degree and at least 5 years of management experience or equivalent experience.
- Track record of effectively leading an outcomes-based organization and staff; ability to cite specific examples of having developed strategies that have taken an organization to the next stage of growth
- Commitment to quality arts advocacy and arts programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach, manage, and develop teams
- Ability to set and achieve strategic objectives
- Ability to develop and manage a budget

- Success working with a Board of Directors; ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills;
- Effective project management experience
- Action-oriented, with an innovative approach to business planning
- Ability to work effectively with diverse groups of people

Salary and Benefits

Salary and benefits package is commensurate with experience and will be negotiated as part of employment. Salary range is expected to be \$40,000 to \$50,000 annually.

Application Instructions

Applications must be received by February 1, 2015

To be considered please submit a cover letter and a resume including a minimum of three references to EDsearch@artspartners.net. All applications must be submitted electronically.

Screening will begin January 15 with an anticipated start date of March 1, 2015. For questions about ArtsPartners or the position please contact EDsearch@artspartners.net and include a phone number.