



## Lea County Commission for the Arts Executive Director's Job Description

The Executive Director of the Lea County Commission for the Arts (LCCA), a non-profit organization, is a permanent full time paid position and is responsible for overseeing the daily operations of the Center for the Arts. The Executive Director is responsible for conducting and administrating the business of the Center for the Arts in an efficient and effective manner, in accordance with the policies set by the Board of Directors. The position reports to the LCCA Board of Directors.

Section 1: **QUALIFICATIONS:** Ability to develop and implement programs, manage finances, grant writing, communicating with community for donations, and multi-task.

- A business background.
- A passion for the Arts.
- Ability to write effectively.
- Ability to write or learn to write effective grants and follow up.
- Ability to speak to organizations and the Board of Directors.
- Personable, able to greet the public and be able to maintain respect with the Board of Directors.
- Must hold a New Mexico driver's license.
- Able to work evenings, Saturdays, and occasional Sundays.
- Own an insured automobile.
- Have adequate computer skills, Outlook, Word, PowerPoint, Excel, Publisher, Picture programs; knowledge of QuickBooks, run and utilize credit card machine.
- Ability to delegate.

Section 2: **DUTIES:** The Executive Director will entertain and solicit suggestion, proposals, and requests from the membership and public and translate the information into action consistent with the fundamental objective and policies of the LCCA. The executive Director will render such personal service to the membership as the occasion may require and time may allow.

- Programming for the Center for the Arts.
- Rentals: Assists with the paperwork, reports to the Board for approval, and collects fees.
- Calendar: Maintain up-to-date calendar for Center for the Arts.
- Calendar: Maintain up-to-date calendar for Lea County art entities.
- Exhibits: Schedule all exhibits and reception planning.
- Financial:
  - o Manage LCCA in a fiscally responsible manner within the Board-approved budget.
  - o Maintain financial management systems necessary to the efficient operation of LCCA.
  - o Prepare and present the annual budget, with the budget committee, for the Center for the Arts to the Board of Directors for approval.
  - o Prepare and present the monthly financial statement to the Board of Directors. Manage monthly expenses and income through QuickBooks.
  - o Identify, prepare, submit and implement grants, and complete required reports for government, foundations, and private sources.
  - o Provide all necessary documents to accountant for filing quarterly and annual income tax reports to IRS and New Mexico Taxation and Revenue.

- o Assure bookkeeper makes prompt payment of all payroll taxes and preparation of reports to local, state and federal governmental agencies.
- o Fundraising development and implementation.
- o Make sure that Gift Shop payments are made to artists.
- Membership: Oversee the implementation and management of a membership program.
- Correspondence: Maintain and respond to all communications received through the LCCA office.
- Coordinate and manage special events.
- Website management: Supply webmaster material for LCCA website and keep updated.
- Perform other duties as assigned.

Section 3: **Operations**

- Maintain the LCCA office in business-like condition.
- Properly maintain files, documents, financial, and historical records.
- Prepare board orientation materials for new prospective board members.
- Prepare the monthly board meeting agenda and reports with the president.
- Responsible for proper maintenance of equipment as needed.

Section 4: **Community Relations/Advocacy**

- Increase Community awareness of LCCA through speaking engagements, media, and public interaction, to promote arts organizations and opportunities.

Section 5: **Employment Policies:**

- The Board of Directors will give the final approval for hiring an Executive Director.
- Salary shall be determined by the Board.
- Executive Director must work at least 40 hours a week for the Center for the Arts.
- The Executive shall have 5 days of sick leave per year.
- The Executive Director will be evaluated for a raise prior to the anniversary of the employment date as directed by the Board of Directors.
- After one year of employment, the Director will have earned one week of paid vacation and five days of unpaid Personal Time Off (PTO).

Section 6: **Resignation:**

- An Executive Director may resign at any time by presenting a letter of such intent to the President of the Board of Directors.
- Two weeks notice is required.
- Upon agreement and satisfactory employment determined by the Board of Directors, the Director will be paid for the final two weeks of employment.

Section 7: **Dismissal:**

- If the Board of Directors wishes to remove a person from the Director's position, the action must meet with the approval of the majority of the Board of Directors.
- Dismissal for violation of personal conduct rules, failure to carry out assigned responsibilities, excessive tardiness or absenteeism, or for other cause, will be immediate.
- The Salary of the Director will be paid through 5:00 PM of the day of dismissal.
- The key(s) of the building must be turned into LCCA at the time of dismissal.