

Arts Alive, Inc. is seeking an Executive Director to oversee the administration, programs and strategic planning of the organization. Additional responsibilities include fundraising and community outreach. This is a part-time position, averaging 25 hours per week, and reports directly to the Board of Directors. Residency in or around our service area would be helpful (New Kent, King William/West Point, King & Queen).

Arts Alive is a non-profit community organization devoted to promoting and stimulating an awareness and love of the arts. The organization provides live entertainment shows, art exhibitions of local artists, visual arts workshops, and summer arts and drama camps for children.

To apply, please send resume and cover letter to [info@artsaliveinc.org](mailto:info@artsaliveinc.org).

**General responsibilities:**

- Develop, manage and implement programs which support Arts Alive's mission, goals and strategies.
- Actively facilitate a working Board of Directors toward achieving the mission of Arts Alive.
- Develop strong community relationships and collaborations further expanding Arts Alive's reach into the community.
- Manage major office correspondence and mailings including board and committees, solicitation for contributions and assistance with marketing efforts.
- Manage the financial resources of the organization including the development of a yearly budget and sustainable funding sources in a fiscally responsible manner (i.e. submitting grant proposals, obtaining corporate sponsorships, annual donation appeal, and fundraising).
- Plan and implement two children's summer camps including recruiting teachers, advertising, database management, and support the weeks of the camps.
- Provide support to committees and volunteers with agendas, supplemental materials and meeting minutes in addition to special needs and requests.
- Attend performances and performs duties needed to present performances including but not limited to facilitating technical aspects, meeting performers, manning box office, recruiting volunteers, and producing program.
- Effectively communicate to the organization's internal and external members and citizens.
- Oversee marketing and other communications efforts.

**Qualifications:**

- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Ability to work independently.
- Exceptional time management and organizational skills with an ability to meet deadlines while managing concurrent project timelines.
- Strong financial management skills, including budget preparation, budget analysis, decision making and reporting.
- Strong written and oral communication skills.
- Proven experience in event planning, program development.
- Experience in web based social marketing.
- Marketing and fundraising experience.

A college degree or equivalent experience is preferred as well as experience with development related procedures, publicity, volunteer coordination and fundraising.