

More Detailed Description of Job Duties

The Executive Director serves as the chief administrative officer to the Board of Directors and its various committees and contributes to the Board's understanding of the significant issues and trends which affect the environment for cultural growth in the region. S/he has the potential to position the Council as a leader in the county's artistic community by sharpening the council's response to current issues and trends.

The Executive Director is also responsible for the development and maintenance of the organization budget; development and implementation of long-range financial strategy that guarantees enough flow of funds; planning support for organization programs and special initiatives; and effective management of office operations.

Administrative Duties

- With Board President plan and coordinate all regular meetings of the Board of Directors
- Serve as ex-officio non-voting member at meetings of the Board and Council committees.
- Actively monitor movement toward goals adopted by the Board of Directors
- Evaluate the achievement of Council goals and objectives.
- Support and manage all Council programs and services.
- Prepare the annual budget in cooperation with the Board.
- Manage Council's operation in accordance with the approved budget.
- Oversee appropriate financial procedures in conjunction with treasurer and auditing firm.
- Prepare for regular audits.
- Maintain Council's financial accounts.
- Maintain and update as necessary the Council's personnel files, including Employment Eligibility Verification Forms, Maryland New Hire Registry Reports, W-4 certificates, MW 507 certificates, job descriptions and evaluations, and W-9 forms contracted artists.
- Maintain appropriate liability, business, and workman's compensation insurance on behalf of the Council.
- Establish performance accountability and provide coaching support for direct-report employees and volunteers.
- Coordinate performance development and documentation procedures of that development
- Coordinate Council's granting process
 - Publicize the availability of grant funds.
 - Assist with applications.
 - Disburse funds in accordance with guidelines.
 - Maintain accurate records of funding and participation.
- Assist the Board in the development of sound organizational policies and bringing to the Board's attention matters requiring policy decision, clarification, or revision.
- Respond to public inquiries and concerns on all matters pertaining to the Council's purpose and operations.
- Maintain established business hours for the Council's office and coordinate all office activities.
- Maintain and update the Council's files and website.
- Procure supplies and materials as necessary.
- Procure equipment and coordinate capital improvements as authorized by the Board of Directors

Physical Property & Gallery Management Duties

- Manage the physical plant operations for The Foundry
 - Oversee CCCA staff and volunteer management of the Foundry Center Gallery operation.
 - Oversee maintenance of the surrounding public grounds
 - Develop/implement the capital infrastructure plan for building and infrastructure assets of the CCCA.

Planning Duties

- With the Board and input from the arts community, create strategic plans to ensure the Council's success in achieving its mission.
 - Develop, with the Board, a long-range strategic plan.
 - Oversee the planning, organization, and delivery of CCCA sponsored activities and programming events and services.
 - Cultivate new project ideas from the community and Board members for action.

Community Liaison Duties

- Ensure responsive communication between CCCA and other organizations.
- Represent the Council at public events, conferences and activities as required to achieve program and financial goals.
 - Consult and interact with state, county, and municipal governmental agencies, private and public organizations, businesses, individuals, and representatives of the public schools on matters concerning Council activities.
 - Serve as Council liaison to the Maryland State Arts Council, the Community Arts Alliance of Maryland, and Maryland Citizens for the Arts
 - Collaborate with the Town of Denton and the Caroline County Economic Development Office in the promotion and support of the Arts & Entertainment District within the county seat, on an economic incentive program to attract working artists to live and work within the district.

Public Relations Duties:

- Plan, organize, and carry out public relations programs concerning the Council's activities and projects.
 - Oversee preparation of press and media releases
 - Coordinate promotion and publicity initiatives
 - Ensure the timely review and update of organization website and social media presence in accordance with industry standards.
 - Maintain a clearinghouse of up-to-date information on the arts and make referrals as necessary.
 - Accumulate and distribute information so that Council members and other citizens can be apprised of recent developments on local, state and federal levels that could affect the work of the Council.
 - Coordinate the preparation and distribution of member newsletters and member correspondence.
 - Maintain membership records and support efforts to expand the Council's membership

base.

Fundraising Duties:

- Recommend and implement strategies to assure that the Council has the financial resources needed to accomplish its mission.
 - Develop individual, business, organization, foundation, and governmental funding sources.
 - Upon Board approval, recommend and prepare grant applications.
 - Implement annual fund-development initiatives to raise 15% of the operating budget plan.

Physical Demands

- Use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine.
- Occasional physical exertion, such as:
 - Lifting and or moving up to 50 pounds
 - Standing on uneven surfaces
 - Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Required Licenses or Certificates:

Maryland class "C" driver's license or equivalent from an adjacent state.