



## Interstate Firehouse Cultural Center

The Interstate Firehouse Cultural Center (IFCC), a community-based arts center, is committed to creating an environment in which people of every ethnic/cultural background can come together as artists and audience to explore, preserve and celebrate their diversity.

### **Executive Director | Interstate Firehouse Cultural Center**

The Interstate Firehouse Cultural Center is seeking an Executive Director to manage and help lead our organization. IFCC is a community-based arts center committed to creating an environment in which people of every ethnic or cultural background can come together as artists and audience to explore, preserve and celebrate their diversity. We have an annual operating budget of about \$300,000.

We're looking for an energetic, results-oriented individual with passion and persistence, committed to fostering diversity in the arts. Experience working in diverse communities is a requirement. Candidates need strong credentials in organizational leadership and proven ability in designing and implementing a fundraising and/or development strategy including grant writing. Staff management and Interpersonal skills required; a sense of humor and flexibility a must; candidates must be self-motivated, organized and detail-oriented.

#### **Duties**

The Executive Director has primary responsibility for all aspects of operations and fundraising for IFCC, working closely with the Creative Director, Facilities Manager and board leadership to secure the resources to meet annual budget objectives, provide long-term financial stability, and support the mission of the organization. The responsibilities of the Managing Director fall into two main areas.

The first area is **Organizational Management (45%)**. This includes the following:

- Develop and manage the agency's budget, tax and financial programs. Supervise bookkeeping/financial contract staff;
- Staff the Board of Directors including attendance at director and committee meetings, preparing and disseminating agendas, and engaging directors when appropriate;
- Manage and supervise staff and relevant volunteers. Oversee the agency's personnel management process and policies;
- Oversee the management of IFCC's physical space and assets, providing occasional facility support services, and managing vendor contracts and purchases;
- Develop an annual plan with the staff and Board of Directors and assess progress toward annual goals;
- Manage database to maximize contact to the public, funders, arts organizations and media.

The second area of responsibility is **Resource Development (55%)**. This includes the following:

- Develop and implement fundraising plans with the Board of Directors that will move IFCC along its mission trajectory;
- Execute grant applications and grant reports in consultation with Creative Director;
- Coordinate fundraising campaigns, manage and expand donor cultivation, and coordinate general fundraising appeals;
- Help to build a positive fundraising culture within the Board and staff;
- Identify means to expand fundraising capacity; ^•

Oversee the IFCC brand, ensuring consistency;

- Coordinate staffing for public relations, representing IFCC at public venues when appropriate;

- Provide leadership for expanding the organization's service with a focus on partnerships, outreach, and increased visibility among funders, donors and community leaders.

The position reports directly to the Board of Directors, and is expected to work very collaboratively with the Creative Director and other staff.

## Qualifications

### Desirable training, skills and experience

- Prior experience leading non-profit arts organization desired.
- At least one to three years of staff management experience.
- At least one to three years of proven success in planning and implementing diverse development strategies to meet annual and long-term budget goals
- Excellent written and oral communication skills (public speaking skills a plus)
- Ability to manage multiple activities seamlessly and to delegate effectively
- Ability to work with and through committees to develop and implement management and fundraising programs, experienced project manager
- Exhibit a passion for and engage directly in fundraising
- Organized and detail-oriented with excellent follow through and self evaluation
- Knowledge of donor database software preferred
- Experience with facilities management preferred
- Flexibility to attend evening and weekend events
- Graduation from a four-year institution of higher learning or equivalent professional experience.

### Personality attributes

- Outgoing and friendly personality: someone who enjoys interacting with people from a wide range of circumstances and is comfortable speaking in public
- Self-starter with the ability to initiate and follow through on new programs
- Willingness to work in a collaborative, egalitarian environment and pitch in where necessary to do what needs to be done
- Collaborative leadership and management style, comfortable managing professional staff with history and deep experience at organization
- Genuine interest and enthusiasm for the arts, including performing and visual arts
- Passionate about cultivating and celebrating diversity
- Passionate about building partnerships and community relationships
- Willingness to enlist and work with volunteers

**Supervisor:** Board of Directors

**Hours:** Full time, exempt

**Salary:** \$50,000 - \$57,000; commensurate with experience

**Benefits:** Paid vacation/sick leave. Medical, dental and vision coverage benefits

Send cover letter (*max. 2 sides*) and resume (*max. 4 sides*) via mail or email to:

**Executive Director Search**

**Interstate Firehouse Cultural Center**

**5340 N Interstate Ave Portland, OR 97217**

**Email:** [office@ifccarts.org](mailto:office@ifccarts.org) (Include "Executive Director" in subject line)

Position open immediately. Deadline 5pm PDT, Friday August 14, 2009.