PAJARO VALLEY ARTS

JOB ANNOUNCEMENT - EXECUTIVE DIRECTOR

PVA Mission: To Bring the Community Together Through the Arts

Position Overview: Pajaro Valley Arts seeks a dynamic and experienced leader to serve as Executive Director to advance the mission and agenda of the organization, work closely with staff and volunteers to meet PVA deadlines and maintain workflow, and serve as representative of PVA in the office and in the community. Must become familiar with PVA operations as a nonprofit 501(c)(3) corporation, including its history and mission, bylaws and policies. This is part-time (25 hours per week) at-will position that pays $32-35 hourly, and includes PTO/Holidays, but does NOT include medical/dental benefits. The Executive Director serves at the pleasure of the Board of Directors. Any significant changes to this job description, duties and hours must be approved by the Board.

RESPONSIBILITIES:

COMMUNITY AND PUBLIC RELATIONS
● Assure that PVA and its mission, exhibits, programs, and events are consistently presented in a strong, positive manner.
● Lead and implement efforts to engage with and support the visibility and advancement of historically underserved communities.
● Collaborate with community leaders and organizations including Watsonville City Council and City departments, Pajaro Valley Unified School District, Santa Cruz County departments, and community based organizations to collectively support the safety, health, and wellbeing of community members.
● Write features/articles for publication.
● Oversee and assure that all media materials and programming are consistently of high quality and adhere to the PVA brand.
● Attend exhibit receptions and public events.

DEVELOPMENT & FUNDRAISING
● Oversee all phases of capital campaigns.
● Oversee all other fundraising planning and implementation including identifying resource requirements; researching funding sources; and establishing strategies to approach funders.
● Identify grant and foundation resources; write letters of intent and grants; represent PVA to funding/granting organizations; and write and submit grant reports.
● Work with staff to generate donor lists and become familiar with Sumac donor database.

FINANCIALS
● Oversee the PVA Financial systems including database and QuickBooks, tax filings, and audit functions.
• Develop resources sufficient to ensure the financial health of the organization and monitor the budget with the Board and staff.
• Communicate with Board well in advance of any changes to the fiscal health of the organization.
• Coordinate year-end tax filing with Accountant and file returns.

BOARD SUPPORT
• Attend monthly Board meetings.
• Work with Treasurer and staff to develop budget, and to provide pertinent, timely information to the Board.
• Work with the Board to develop skills and abilities of new directors including attainment of organization’s diversity and equity objectives.
• Work with Board to set the strategic direction and plan of the organization.

SUPERVISION
• Supervise the performance of Office Manager.
• Work closely with Office Manager and Board to negotiate lease agreements and insurance policies/needs.

REQUIREMENTS:
Three or more years nonprofit management experience which demonstrates:
• Strong written and oral communication skills. Bilingual English/Spanish preferred.
• Strong public speaking skills.
• Professional, transparent, and high integrity leadership.
• Experience and skill to effectively work with a Board of Directors.
• Demonstrated commitment to equity and the advancement of historically underserved communities; experience working in low income and/or Spanish speaking communities is desirable.
• Ability to honor and celebrate diverse forms of arts, culture, and creative expression
• High level strategic thinking and planning.
• Ability to envision and convey the organization’s strategic future to staff, board, volunteers, and donors.
• Ability to effectively communicate the organization’s mission to donors, volunteers, and the overall community.
• Demonstrated ability to oversee and collaborate with staff.
• Active fundraising experience.
• Solid organizational abilities, including planning, delegating, program management and task facilitation.
• Strong financial management skills, including budget preparation, analysis, decision making and reporting.
• Strong work ethic with a high degree of energy.
• Proficiency in QuickBooks, database management, Microsoft Office, and Google+

TO APPLY: Please send your resume, cover letter and 2-3 references to admin@pvarts.org.

PVA is an EQUAL OPPORTUNITY EMPLOYER. This organization is committed to equality of opportunity for all employees and job applicants. Therefore, PVA will not discriminate against employees or job applicants because of race, color, age, religion, national origin,
political or union affiliation, marital status, veteran status, gender or sexual orientation, appearance, sex, pregnancy, disability, genetic information or other non-job related factors.