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## *Open Position Executive Director*

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| Compensation:    | \$33,000/year (approximately 30 hours per week);<br>Travel budget and office expenses                        |
| Insurance:       | None   |
| Employment:      | Full-time employee; exempt   |
| Industry:        | Non-profit – arts community  |
| Reports to:      | Accountable to the Board President; reports to Board of Directors  |
| Position starts: | March 26, 2012 – Must be available for spring Board meeting in<br>Philadelphia April 1 through April 3, 2012 |

### **Function**

The Executive Director provides leadership in the design, development and implementation of strategic and operating plans for the Surface Design Association in a cost-effective and time-efficient manner that best serves its members. The Executive Director is responsible for the day-to-day operations of SDA including staff and contractor management and the development of business plans in collaboration with the Board. The Executive Director is accountable to the President of the Board and reports to the Board on a regular basis.

In addition to the leadership role for SDA, the Executive Director fulfills a motivational role along with the office-based work. The Executive Director motivates and mentors staff, contractors and where needed, volunteers. The Executive Director needs to be informed of everything that goes on in the organization including personnel, membership, budget, organization assets and other organization resources in order to put them to best use and raise the organization's profitability and profile. The Executive Director effectively communicates the collected information to the Board and throughout the organization.

### **Responsibilities Overview – Refer to Job Description for complete profile**

- Long term and short term program planning
- Financial oversight including annual budget and necessary financial documents
- Cultivates a strong partnership with the Board of Directors to set policies, programs and services on behalf of the SDA members
- Leads, motivates and develops staff and contract management to work effectively toward goals, objectives and continual improvement
- Oversees fund development activities including grant writing, cultivation and stewardship of donors, event planning and identifying new resources of income.
- Oversees the execution of marketing and media relations.

- Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with SDA overall strategic plan.

## **Qualifications**

- Minimum of 5-year experience in staff management of no fewer than 5 direct reports
- Vocational or avocational experience in fiber and/or textiles and a working knowledge of the field of surface design
- A strong financial background with a proven understanding of organization finances including budgeting, fiscal responsibilities and financial reporting
- A working knowledge of marketing principals, print media and current trends in digital communications.
- Proven skills in multi-line project management
- Experience in directing funding programs or have taken part in a profit or non-profit fund-raising campaign
- Demonstrated leadership ability in strategizing, coalition building and success of effectively leading change and organization growth
- Excellent social and interpersonal skills, public speaking experience and writing ability
- Ability to report measurable outcomes
- Demonstrated ability to develop a annual business plan; a plus for participation in long-term strategic planning
- Demonstrated success in acquiring financial support through successful grant applications or general fund raising
- Strong and effective oral and written communications skills.
- Proficient in Microsoft Office products – Word, Excel, PowerPoint or MAC equivalent
- BS Degree or higher in business, marketing, nonprofit management or equivalent experience in the nonprofit community

Experiences do not necessarily have to be related to the fiber art community.

## Application

All inquiries and applications may be directed in confidence to:

[Secretary@surfacedesign.org](mailto:Secretary@surfacedesign.org)

To apply for the position of Executive Director for the Surface Design Association, submit the following materials as attachments to an email:

- Cover letter stating why you want to be Executive Director of SDA
- Resume
- Art vitae
- Three references including name, email address and phone number
- Submit a separate document from any one of the following topics:
  - ✓ Less than 300 word document to describe your creative process
  - ✓ Less than 300 word document to describe your most successful art or business project
  - ✓ One page document outlining a proposed SDA project

All documentation must be in a format that can be read by Microsoft Office products (.pdf or .doc).

Application must be received by ***February 24, 2012.***

All applicants to receive notification of receipt of materials by ***February 26, 2012.***

Final selection to be made on or before ***March 23, 2012.***