



Heart of America Artists Association

Part-Time Executive Director - Job Description (Ultimately leading to Full-Time)

Background: The Heart of America Artists' Association is an organization whose mission is to create and curate exhibitions of exceptional paintings and drawings by our members, and to provide educational opportunities and programming to artists of all skill levels, for the purpose of encouraging creativity, building relationships within the art community, and improving art appreciation and patronage in Arkansas and surrounding states. HOAAA was created by Todd A. Williams and John P. Lasater IV, two renowned Arkansas painters who have a vision to grow the appreciation of two-dimensional fine art to the arts community nationwide.

Position Available: HOAAA seeks a dynamic and experienced leader to serve as Executive Director to advance the mission and agenda of the organization.

Responsibilities: The Executive Director serves as the chief operating officer of the HOAAA, working closely with and reporting to the President and the HOAAA Board. The Executive Director directs and administers all programs, operations and policies.

Primary areas of responsibility include:

- Strategic Planning – develops and implements the organization's Strategic Plan and annual action plans in conjunction with the Board.
- Program Development and Management – develops, implements and supervises programs and services that are consistent with the organization's mission and Strategic Plan.
- Fund Raising Development/Grant Writing and Fiscal Management – together with the Board, develops and manages the fundraising and seeks out Grant opportunities and completes all necessary material for grant applications and meets all deadlines for submission. Develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization's Treasurer and accounting system.
- Community Relations – develops effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the HOAAA serves.

- Advocacy – serves as the chief spokesperson for the HOAAA in the community; articulates and communicates the value of the arts in improving our quality of life, and promotes community support of the arts and the HOAAA.

- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Experience/Qualifications:

- Colleges graduate with preferably 1-2 years management experience, in a nonprofit organization, with significant experience in the arts or a related area.

- Master's degree in a relevant field is a plus.

- Knowledge of the local area arts community is a plus.

- Proven record as a successful fundraiser.

- Outstanding written, oral and interpersonal communication skills, with knowledge of creating all necessary documents with computer software.

- Strong planning, organizational and analytical skills.

- Ability to positively motivate the board and volunteers and build consensus.

- Visionary and innovative thinker.

- Ability to work collaboratively with all sectors of the community.

Compensation: Part-time Salary, \$15,000 (Approximately 11.5 hours per week @ \$25 an hour). With the position ultimately leading to Full-Time as our budget grows.

Starting Date: Immediate

Procedure for Applying: Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position to Todd A. Williams, Board President, at info@heartofamericaartists.com

For more information about HOAAA, visit <https://heartofamericaartists.com>
The Heart of America Artists Association is an Equal Opportunity Employer.