



## **Job Description: Executive Director**

*Posted: December 10, 2020*

### **The Jaffrey Civic Center (JCC)**

The JCC is a 55-year-old institution dedicated to the arts, culture, and civic engagement in downtown Jaffrey, NH, the gateway to Mt Monadnock and the Monadnock region. The Center hosts local art shows as well as curated and invitational exhibitions featuring professional and community artists. The Center also seeks to engage more music, performing and alternative artists to help fulfill its position as a multi-arts center. In addition to its arts programming, the Center hosts art and music education, yoga, and other classes and community programs. The Center has two distinct gallery spaces, a large classroom/studio and a meeting room which can accommodate a multitude of activity. The JCC's ample front lawn has played host to public theater, farmer's markets, a fall festival, and The Night of 1,000 Cupcakes. The JCC also hosts the Jaffrey Historical Society, which has part of their collection on exhibit at the center. A beloved local institution, the JCC is literally at the heart of the community.

### **Significant Opportunity**

The JCC is at a turning point. With the closing of the Sharon Arts Center in Peterborough, NH, the JCC has an opportunity to further its arts and cultural mission and become a preeminent venue for regional artists who want to exhibit, perform or enhance their artistic discipline. Furthermore, Jaffrey itself is developing as a cultural mecca, with the addition of the sparkling Park Theatre launching nearby and creative programming at the Jaffrey Library located next door. A new Executive Director can chart a course through the COVID restrictions and encourage the community spirit that will emerge refreshed and energized to strengthen participation in and grow the Center.

### **What the JCC Needs Today**

The Board of Directors is looking for a focused individual who is comfortable and competent building relationships with donors, deftly orchestrating volunteers and networking with artists, musicians, teachers, and other community members. Working with the Board to fulfill the vision of a vibrant, well-funded, regional arts and cultural center, the Executive Director will need to be able to plan for the future while operating in the present. A background in non-profit work and familiarity with the arts community is preferred.

While most of the work to be carried out will take place during regular working hours, the Executive Director should expect to work some evening and weekend hours. Travel is expected to be predominantly regional, and a current driver's license is required. Salary will be dependent on experience, within the range of \$45,000 - \$50,000 per year, plus medical benefits and vacation.

### **Roles & Responsibilities**

- Engage with and actively inform Board of Directors to fulfill vision and mission
- Lead and manage the ongoing business operations of the JCC
- Find creative use of JCC space to increase revenue and community engagement and investment (education, classes, meetings, partnerships)
- Use marketing & PR to attract visitors, volunteers, and supporters

- Be comfortable posting and engaging through Social Media
- Partner with Jaffrey and regional arts/culture/education groups
- Network with artists and arts associations to keep a full rotation of ongoing exhibits
- Conduct annual fundraising appeals and events and carry out personal solicitations and grant requests; support the board and other volunteers in raising funds
- Connect with the greater community and grow the volunteer base (the Center especially seeks to engage younger supporters)
- Imagine and facilitate additional fundraising opportunities with board and volunteers

### **Preferred Experience/Skills**

- Non-Profit Experience
- An understanding and appreciation of the arts and their role in society
- Networking and Fundraising Expertise
- Executive Skills & Strong sense of professionalism
- Organizational Skills
- Basic bookkeeping, experience with QuickBooks a plus
- Computer Skills – Office 365 and/or Google Docs
- Donor Management
- Volunteer Management

### **Desirable Experience/Skills**

- Business Management
- Facilities Management
- Arts & Activities Programming
  - Art shows and musical performances
  - Educational events
- Grant Writing
- Social Media Marketing
- Ability to create written and visual media for marketing purposes
- Flexibility
- Sense of Humor

To apply for the Executive Director position, please submit a cover letter, current resume and 3 references no later than January 11, 2021. Submissions may be emailed to [Info@JaffreyCivicCenter.com](mailto:Info@JaffreyCivicCenter.com), or they may be mailed to the Center at 40 Main St, Jaffrey NH 03452. Please feel free to email us at [Info@JaffreyCivicCenter.com](mailto:Info@JaffreyCivicCenter.com) if you have any questions. References will not be contacted until a candidate is considered a finalist for the position.

*The Jaffrey Civic Center is a 501(c)(3) non-profit organization. We do not discriminate based on race, ethnicity or national origin, age, marital status, gender or sexual orientation, or veteran or military status.*

*Finalized: December 10, 2020*