



Job Description: Executive Director

Posted: 8/11/2023

The Jaffrey Civic Center (JCC)

The JCC is a 58-year-old foundation dedicated to the arts, culture, and civic engagement in downtown Jaffrey, NH, the gateway to the Monadnock region. The Center hosts regional art exhibits 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 activities. The JCC's ample front lawn has played host to public theater, farmer's markets, a fall festival, and community events. 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 show, perform, or enhance their artistic discipline. Furthermore, Jaffrey itself is developing as a cultural mecca, with the sparkling Park Theatre across the street and the Jaffrey Library located next door. A new Executive Director can chart a fresh course encourage an energized community spirit to strengthen participation in and to grow the Center.

What the JCC Needs Today

The Board of Directors is looking for a focused individual who is comfortable and competent in 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. This is a salaried

position of approximately 25-30 hours weekly. The salary range is 34-37,000. The gallery is open to the public W-F Noon-5PM, Sat 10AM-2PM. We plan to hire a part-time assistant as well and wish the director to be part of that selection.

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 exhibitions
 - Educational events
- Grant Writing
- Social Media Marketing
- Ability to create written and visual media for marketing purposes
- Flexibility
- Sense of Humor

To apply, please email cover letter and resume to: Info@jaffreyciviccenter.com
No phone calls please.

Finalized: August 2023