

DreamWrights Center for Community Arts

Job Title: Executive Director

Classification: Full time/Salary

Position Summary:

Develop and maintain community relations to enhance revenue and marketing

- Develop and maintain major donors and benefactors
- Oversee Financial Development committee and attend meetings
- Be the chief point of contact for other community organizations and key constituents
- Meet with members of the press/media, as needed and review marketing and advertising materials/campaigns
- Provide an introduction to DreamWrights, including tours as needed, highlighting its programs and activities
- Identify prospective donors and identify, research, and write grants
- Develop fundraising skills in board members, committee chairs and volunteers

Manage DreamWrights operation

- Uphold and adhere to the Mission, By-Laws and Policies of DreamWrights and resolutions of the Board of Directors
- Implement the policies and decisions of the Board of Directors
- Recommend/propose new policies or policy updates
- Communicate with the Board of Directors as needed and attend board meetings to give a written report and readout, develop agendas with Board Chair
- Coordinate with committees as necessary to maintain awareness of how their activities will impact DreamWrights operation
- Coordinate with the Artistic Director
- Coordinate budget development with the Finance committee and oversee the organizational budget
- Coordinate and oversee all legal obligations: payroll, audit, contracts
- Coordinate and oversee all annual campaigns
- Coordinate and oversee all capital campaigns

Oversee DreamWrights administration

- Recruit, develop, oversee, and supervise staff. Conduct an annual review of all direct reports.
- Recruit, train, mentor, support, and develop new and existing board members.
- Oversee volunteer coordination.
- Be responsible for all maintenance, repairs and upgrades of the physical facility
- Coordinate and attend regularly scheduled staff meetings
- Perform other duties, as needed, so that DreamWrights functions smoothly and efficiently on day-to-day basis