

**Position Description:** Executive Director, Minnesota Center for Book Arts

The Executive Director of Minnesota Center for Book Arts:

- Creates the vision of the organization and inspires staff and community to join in that vision
- Advances MCBA's reputation as a local, national, and international leader in the book arts
- Establishes the financial resources necessary to sustain and grow MCBA in accordance with its strategic plan
- Leads the overall strategic and operations management of the organization

Specific Responsibilities

**Leadership**

1. Maintains an atmosphere of transparency throughout the organization and with the public
2. Ensures that the Board is kept fully informed of the condition of MCBA and the important factors influencing it
3. Sustains and develops programs according to the vision, mission and strategic plan of the organization

**Administration**

1. Provides leadership in developing programmatic, organizational, and financial plans with the Board of Directors and staff, and defines and implements plans and policies authorized by the Board
2. Works with the Board to ensure that MCBA has a long-range strategy and effectively implements it for the ongoing growth and vitality of the organization
3. Promotes active and broad participation by Board members and other stakeholders in all areas of the organization's work
4. Maintains official records and documents in compliance with federal, state, and local regulations

5. Recommends and supervises the implementation of appropriate technological infrastructure

### **Human Resource Management**

1. Responsible for all human resource functions, including:
  - a. Builds a staff of full-time, part-time, and contracted resources to improve quality, efficiency and effectiveness
  - b. Develops and trains staff to achieve increased levels of responsibility and achievement with appropriate awards
  - c. Establishes and maintains ongoing channels of communication with staff, including revising job descriptions as needed and conducting annual staff reviews with performance assessments tied to the strategic plan
  - d. Implements personnel policies and submits recommendations to the Board for policy revisions; oversees benefit plan
2. Oversees recruitment and management of volunteers

### **Community and Public Relations**

1. Maintains a working knowledge of significant developments and trends in the book arts field and articulates the position of MCBA in this changing landscape
2. Assures that MCBA and its mission, programs, and services are consistently presented in a strong, positive manner
3. Establishes sound relationships and cooperative arrangements internally with staff, faculty and volunteers; and externally with MCBA supporters as well as other groups and organizations working in the field
4. Develops a broad awareness of MCBA and its goals, objectives, and activities in the local, national, and international book arts, arts, and non-profit communities; and widely communicates the activities of MCBA, its programs and its goals through a variety of venues
5. Promotes membership and program participation using a variety of marketing strategies and tactics

6. Serves as an ambassador and liaison for MCBA with civic organizations, arts organizations, city council, government and public organizations as appropriate

### **Finance and Operations**

1. Develops and maintains sound financial practices, obtaining and implementing financial advice from recognized authorities
2. Prepares annual budgets in cooperation with staff, Executive Committee and Board; manages the total budget, including all contracts; oversees all financial processes by both staff and outside contractors; maintains a current cash flow projection
3. Operates the organization within budget guidelines so that adequate funds are available to permit the organization to carry out its work

### **Fundraising**

1. Oversees fundraising and development planning and implementation that
  - a. Identifies resource requirements
  - b. Strategizes, researches and submits proposals to new funding sources from foundations, corporations and individuals
  - c. Develops and maintains a prospect management system including files and a calendar of periodic contacts for ongoing prospect communication and cultivation
  - d. Administers fundraising database and documentation that support the prospect management system
  - e. Participates in meetings with major donors and high profile sponsors
2. Tracks grant spending and submits timely and accurate reports to funders and to the Board
3. Involves and motivates members of the Board in strategic and effective fundraising