



JOB ANNOUNCEMENT

Position Title: Executive Director
Reports to: Board of Directors
Status: Full-time, Exempt
Salary Range: \$80,000 - \$90,000, depending on experience and qualifications
Benefits: Generous holiday package, paid vacation/sick leave; SIMPLE IRA, Healthcare

Background: *Founded in 1995 the Sisters Folk Festival (SFF) Organization is a successful non-profit focused on music and arts education, with an annual budget of over \$1 million. Recognized as a model nationally, SFF provides innovative music and arts programming and a variety of distinctive events to artists, educators, youth, adults and the general public. SFF accomplishes its mission through initiatives that focus on music & arts education in the schools and music and arts programming in the community, arts & music advocacy and events that nurture and support artists locally and nationally. We are based in Sisters, Oregon and are seeking an experienced Executive Director to lead our organization through an upcoming period of growth.*

Position Available: *SFF seeks a dynamic and experienced leader to serve as the Executive Director to advance the mission and vision of the organization. SFF is a small organization that does big things. It requires the ED to have the ability to work in all facets of the organization including finance, development, community relations and human resources.*

Responsibilities: *The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet our organizational goals. In this role, you will be the face of our organization, working closely with the Board of Directors, our local community and the partners that enable us to deliver on our mission and vision. The Executive Director will ensure that staff members are working together to successfully achieve strategic objectives. SFF strives for a close-knit culture in which we place a high priority on communication, recognition and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership, business acumen and building strong relationships internally and externally.*

Primary Areas of Responsibilities include:

- Lead the organization to deliver the vision and mission while managing financial sustainability
- Lead and develop a comprehensive contributed income strategy
- Develop and implement our 5-year strategic plan that meets organizational goals and objectives created in partnership with the senior staff and the Board of Directors

- Hands on financial management skills, including preparing and administering the annual budget, analysis, decision making and reporting
- Develop and guide implementation of a communications strategy
- Leadership ability and behaviors demonstrated by a keen sense of self awareness, empathy and ability to analyze complex management and political situations, the ability to lead, influence and reach consensus on a range of topics among multiple constituents
- Act as a liaison between the Board of Directors and the organization
- Primary organizational spokesperson
- Develop positive relationships with key stakeholders, including key program partners, donors, sponsors, vendors, and government agencies
- Create a culture of transparency, communication and collaboration throughout the organization
- Responsible for the recruitment, hiring, training and supervision of all SFF employees. Establish clear guidelines and practical tools for the use of senior staff in executing personnel administration for their direct reports.
- Proactively and effectively address challenges in the internal and external environment to protect organizational interests

Qualifications and Skills

- Bachelor's Degree with at least 6 years of organizational leadership experience, OR Master's Degree in non-profit administration or related field preferably with significant experience in music and arts or related areas, prior experience as an Executive Director or Manager/Director is preferred. Any satisfactory combination of education and experience.
- Provide visionary leadership for organization
- Demonstrated passion for providing outstanding music/visual arts/performing events and related educational programs
- Strategic thinker with passion for mission-oriented organizations
- Demonstrated ability to develop and implement successful strategic plans
- Demonstrated experience developing and implementing strategic communications plans
- Experience leading results-driven teams to achieve collective vision, objectives
- Deep understanding of financial strategies and finance-related performance metrics
- Knowledge of capital campaigns, and familiar with fundraising and grant management best practices
- Experience and familiarity with presentation technology for board financial summaries, etc.
- Excellent public speaking, meeting facilitation, presentation, and written communication skills
- Excellent relationship development, personnel management and mentoring skills

Additional Expectations

- Available to fulfill vital roles outside the office and after normal business hours. The ED is a full-time, salaried exempt employee expected to work evenings and weekends as needed outside of the routine workday.
- Maintains a spotless reputation as key person in the SFF organization

Additional Qualifications:

Please state organizational budget you have been responsible for in your application or cover letter.
Familiarity with the greater Central Oregon/Portland area arts scene and culture;
Able to pass a criminal background check.

Compensation and Timing

The starting salary range is \$80-90K, depending on experience and qualifications. Benefits include paid vacation and sick leave, generous holiday package, employer contribution to SIMPLE IRA plan, healthcare plan substantially subsidized by SFF. Applications will be accepted until March 25, 2019. All contacts and correspondences will be confidential. SFF is an equal opportunity employer.

Application Process

Required application materials:

A cover letter and resume/curriculum vitae;

A narrative from a successfully funded grant application;

A one-page essay about why you will succeed at this position and your vision for the future of SFF;

Optional materials may include:

Show/presentation schedules;

Marketing or other representational materials

Inquiries /Applications will be received through email submission at debbie@sistersfolkfestival.org

Supplemental materials can also be received through hard-copy submission addressed to:

SFF attention: Debbie Newport, PO Box 3500, PMB 304, Sisters, OR 97759

Position Closing date: March 25, 3 PM

Please do not call, email, or otherwise solicit board or staff members regarding this position.