



## POSITION DESCRIPTION

### Title: Executive Director

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#### Job Purpose

To successfully lead and manage the business of the organization by planning, organizing, implementing and evaluating the varied projects and scope of work and developing ArtsTech personnel.

#### Required Knowledge, Skills, and Abilities

Graduate degree in Public Administration, Education, Social Work, Technology, Art, Social Science Discipline or a related area. Individual must have at least five (5) years administrative work experience in education or social service area, preferably in an organization that serves at-risk youth and their families. Individual must have:

- Proven leadership skills and a record of high performance
- Effectively manage and administer a medium-size non-profit organization
- Proven performance of directing fund development plan and securing adequate funding to successfully operate as well as exceptional fiscal management skills
- Effective written and oral communication skills

#### Preferred Knowledge, Skills, and Abilities

- Develop and implement programs and policies
- Lead and collaborate with a diverse group of staff; serve as a positive role model.
- Analyze reports, perform basic business statistical calculations, and draw correct inferences from data.
- Exercise exceptional judgment in developing and following policies and procedures and in conducting ArtsTech's business.
- Knowledgeable about the Greater Kansas City area

#### Essential Job Results

Carries out ArtsTech's mission; Identifies actual and anticipated at-risk youth service requirements by establishing personal rapport with potential and actual partners and customers and other persons in a position to understand the needs of young people in the community.

Addresses changing community and professional trends by recommending and inaugurating service programs, identifying and anticipating trends, evaluating and offering options to the Board.

Maintains and develops staff by supervising, directly and through delegating, all staff; new hires, transfers, promotes, demotes, disciplines, counsels, coaches and evaluates job results; discharges staff. Provides educational and experiential growth opportunities and morale-maintaining considerations.

Assists policy development with the Board of Directors by identifying short-term and long-range issues to be addressed, providing timely and accurate information and commentary pertinent to the Board's deliberations, presenting options, recommending courses of action and helps recruit Board candidates.

Keeps the Board of Directors informed by providing open and honest feedback, collecting, analyzing, and summarizing information and trends, remaining accessible, answering questions and responding to other requests.

Contributes to the Board's effectiveness by providing information to various committees, attending or assigning staff to attend regular and special committee meetings, providing direction for fundraising activities.

Plans for and protects ArtsTech's physical and financial resources by inspecting and maintaining property, preparing the annual budget for ArtsTech, controlling expenses, auditing practices; initiates and participates in fundraising activities including submitting grant proposals.

Maintains ArtsTech's operations by formulating, enforcing program, operational, personnel policies, and procedures.

Maintains ArtsTech's stability and reputation by complying with and influencing the development of legal and accreditation requirements.

Maintains ArtsTech's credibility by working with executives and staffs of collaborative organizations, government entities, and other funding agencies.

Promotes positive image of ArtsTech by ensuring partnering organizations and customers understand ArtsTech's mission and the services available; publicize ArtsTech's accomplishments and adhering to a professional code of ethics. Develops methods of marketing to targeted community groups.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

### **Reporting Relationships and Principal Contacts**

Executive Director reports to the Board of Directors. The Executive Director will work directly with the Board President on matters concerning the organization. Other principal contacts include partners, customers, staff, funders, community leaders, young people, and other stakeholders.

### **Working Conditions**

Work is performed inside, outside the facility, and at various locations in the metropolitan area. Work may require overnight and/or extended travel.

***The above information is intended to describe the most important aspects of the job. This information is not an exhaustive list of all responsibilities, duties, and skills required in order to perform the work.***