**FAME**

Foundation for Art and Music in Education

Executive Director Job Description

**FAME** is a non-profit arts organization that has been delivering educational arts programs to elementary schools for 34 years.

**Position Summary:**

The Executive Director is responsible for the overall administration and management of FAME including programs, fundraising, strategic planning and business operations. Areas of responsibility include planning and evaluation, development and administration, personnel and fiscal management and public relations. This a full-time position hired by and directly accountable to the Board of Directors through its elected board president.

**Responsibilities:**

1. Management and Administration
2. Develop and facilitate an active planning process
3. Assist in development of organizational goals and objectives consistent with the mission and vision of FAME
4. Oversee all programs and activities to ensure that program objectives are met
5. Provide information for re-evaluation of the organization’s activities
6. Maintain an office on behalf of FAME by overseeing the organization and operation of the office and creating and returning correspondence and calls
7. Fiscal
8. Oversee the preparation and submission of grant applications, funding proposals and final reports
9. Oversee the annual budget process
10. Personnel
	1. Ensure proper (legal) hiring, contracting and termination procedures
	2. Oversee any, and all, disciplinary actions
	3. Provide for adequate supervision and evaluation of volunteers
11. Board Relations
	1. Assist the board president in planning the agenda and materials for board meetings
	2. Distribute to the board the minutes of such meetings taken by the board secretary
	3. Facilitate the orientation of new board members
	4. Work with the board to raise funds from the community
12. Public Relations
	1. Coordinate representation of FAME to legislative bodies and other groups
	2. Reach out to area arts teachers on a regular basis to keep with the pulse of arts education and to extend a personal connection to FAME
	3. Keep the public informed via marketing and social media platforms

**Required Skills**

1. Ability to manage and meet multiple deadlines and attention to detail
2. Computer proficiency in Microsoft 365, Word, Excel, Publisher and other programs as they become available and useful to this position
3. Ability to maintain FAME’s digital and social media presence
4. Ability to work with a diverse mix of people and represent FAME in a positive manner

**Education and Experience**

1. Bachelor’s degree or equivalent life experience
2. Knowledge and interest in the Arts
3. Knowledge of non-profit organizations and their inner workings

**Terms of the Contract**

1. The Executive Director will devote an average of approximately 40 hours per week to FAME
2. The Executive Director’s terms of the contract will be negotiated on an individual basis
3. The Executive Director will be available to attend workshops and conferences to improve performance as an administrator