

Executive Director

Arts for Learning CT

Arts for Learning CT, AFLCT, is an affiliate of Young Audiences, Inc., the largest provider of arts education services in the country, and was the first such organization to be awarded the National Medals of Arts. AFLCT partners with public schools and professional artists from all disciplines to create arts education programs that inspire learning for audiences of all ages. Arts education encourages participants to express their ideas and feelings, strengthen problem solving and critical thinking skills, and create bridges across our diverse population. AFLCT has a 40-year record of innovation, commitment and experience.

Scope of Job

The Executive Director is the chief operating officer of the organization and provides leadership, vision, strategy and direction to the organization. The Executive Director implements policies approved by the Board of Directors, manages the organizations programs and operations, and serves as ambassador for AFLCT in Connecticut communities. Specific responsibilities include:

STRATEGIC PLANNING

- Implements, updates and reports on current strategic plans in areas of program, fund development and operational goals.
- Assures appropriate involvement of Board and Staff in annual strategic plan assessment and development
- Maintains dialogue with both the arts and education communities to determine needs and trends in arts education.
- Identify opportunities to work with state-wide arts organizations to grow and represent the organization on state and national levels.

FUNDRAISING AND DEVELOPMENT

- Directs the conception, design and implementation of fundraising strategies, campaigns and events with AFLCT Development Committee and Board to assure effective acquisition of financial support from individual, corporate, foundation and government resources
- Leads fundraising efforts by supporting the Board's involvement in fundraising; personally cultivating and soliciting donors, and supervising implementation of fundraising plans.
- Oversees staff to assure the timely administration of all fundraising events from receipt to acknowledgement to reporting.

PROGRAM OVERSIGHT

- Oversees the development, implementation, and evaluation of AFLCT program initiatives and services to assure that the artistic and educational programs of the organization serve AFLCT well and are aligned with AFLCT mission.
- Oversees administrative components of program services including contract negotiations, grant reporting and contracted artist, educator and evaluation services.

FINANCE

- Insures the adequacy and integrity of the financial operations of AFLCT
- Directs the financial reporting, analysis, forecasting, and grant/fund monitoring in collaboration with the Board's Finance Committee, staff and Board of Directors.
- Leads the staff and Board in developing a realistic annual budget, and making financial decisions consistent with the budget as approved by the Board.
- Provides regular, timely internal financial statements to the Board of Directors that compares performance to budget and to the previous year or other benchmark.
- Plans for adequate cash flow to cover operational needs.
- Conducts multi-year financial analysis, reviewing trends, and engaging the Board in discussions about financial stability and sustainability, including the development of adequate operating reserves.
- Development and sustainment of an endowment.

ADMINISTRATION & HUMAN RESOURCES

- Oversees the management of all employees including hiring, recruitment, training, evaluation of performance, and compensation and benefits in accordance with AFLCT Human Resource Policy.
- Develops a staffing structure that provides leadership, supports the efficient delivery of programs and services, and achieves the major goals identified in the strategic plan.
- Complies with all local, state and federal legal requirements for non-profit organizations and AFLCT personnel policies.
- Insure adequate office space and lease administration
- Assures effective and appropriate administrative support for all AFLCT operations.
- Participates actively, as appropriate, in the ongoing work of the national organization.

PUBLIC RELATIONS

- In accordance with AFLCT strategic plan, directs the development and execution of an annual marketing and media relations plan.
- Serves as the champion of AFLCT in all public domains
- As the spokesperson for the organization, works with staff and Board to develop a clear and consistent message to tell the organization's story.
- Promotes support for the visibility of AFLCT. Actively communicates with high level school, government, and arts personnel and participates in key associations and organizations, serving on committees and advisory groups and speaking in public setting at key community events.

BOARD of DIRECTORS

- Meets with Board President, Executive Committee and full Board to achieve the goals of AFLCT.
- Works with (directly and indirectly) all standing and ad hoc committees of the Board.
- Organizes all materials for Board meetings.
- Assists in the establishment of strategy of board recruitment and the development and execution of Board orientation.
- Generates enthusiasm and facilitates engagement and effective utilization of Board member skills.

QUALIFICATIONS

Required

- Exhibits an abiding belief and understanding of the value of the arts in the education and lives of young people.
- Is highly skilled in working effectively with Boards of Directors, managing staff and overseeing the organization's operational and financial well-being.
- Demonstrates flexibility with the ability to multi-task to get the job done.
- Has demonstrated computer literacy and working knowledge of technology.
- Appropriate academic credentials and/or demonstrated experience

Preferred

- Has a proven ability to lead an organization of comparable size and scope, preferably in a non-profit.
- Has strong programmatic experience in areas of arts and/or education, including experience working with artists.
- Has a proven fundraising track record.
- Has experience working with school age populations and the public and private education sector.
- Master's Degree in applicable field of study.

SALARY & BENEFITS

- Full-time position
- Salary commensurate with experience and qualifications of the candidate

APPLICATION DETAILS

Please send a cover letter with salary requirement, resume, and contact information for three references to: jobs@aflct.org by **February 28, 2019**

Arts for Learning Connecticut affirms it is an equal opportunity employer.