

# JOB POSTING – EXECUTIVE DIRECTOR, FRANKLINTON ARTS DISTRICT

The board of trustees of the Franklinton Arts District is pleased to announce the organization is seeking applicants for employment as the organization's first-ever Executive Director. This full-time, salaried position offers an opportunity to play a critical leadership role in the development of Columbus's largest and most dynamic artistic and creative community located in the Franklinton neighborhood just west of downtown.

*The Executive Director shall be responsible for the following roles and responsibilities:*

- Raise operating and program funding for the organization, including identification of funding opportunities, cultivation of relationships with funders, writing grant proposals and reports, ensuring compliance, and implementing grant-funded programs.
- Provide overall leadership and vision for the organization under the guidance of the board of trustees.
- Engage the board in the vision, governance and fundraising of the organization.
- Develop trusting relationships with community partners and serve as a trusted ally to artists and arts supporters, both in Franklinton and throughout greater Columbus.
- Serve as lead organizer of Urban Scrawl, the organization's flagship community event, under the leadership of and in conjunction with the board planning committee.
- Serve as lead organizer of Art for Franklinton, the organization's primary fundraising gala and charity auction, manage special event logistics, and conduct all fundraising in close partnership with the board.
- Implement the board's vision for the organization's secondary programs, raise funding for secondary programs, and manage operations for secondary programs, including but not limited to: After-School Art Club, Dance on Dakota, ALLOY ArtSpaces, George Bellows Fund/Grant Program, etc.
- Provide fiscal management, accounting oversight, banking, bill payment and processing and day to day cash flow management, tax and nonprofit filing compliance, work with accounting contractor and board finance, audit and governance committees
- Handle media relations and develop/implement social media and marketing strategies.
- Conduct government relations, including with the mayor, city council, county commissioners, state officials, and identify/seek government funding opportunities through organizations like the Greater Columbus Arts Council (GCAC) and Ohio Arts Council.
- Work with board president and executive committee to develop meeting agendas, take minutes, recruit new board members, and assist the management of board committees.

*Skills Required:*

- Board governance and experience engaging a board
- Strong fiscal management and compliance skills
- Successful fundraising track record
- Ability to form relationships and build trust
- Experience with earned media, social media and marketing
- Organization skills and the ability to successfully manage overlapping deadlines and obligations
- Excellent follow-through and ability to work independently
- Outgoing personality, comfortable doing outreach and interacting with large groups
- Technology skills: Microsoft Word, Excel, PowerPoint, database management, website management platforms and social media platforms
- Professional writing skills in various venues (fundraising, grant-writing, marketing, etc.)
- Special event experience including logistics, marketing and outreach
- Strong communication skills and the ability to work with the public
- Must be available evenings and weekends

*How to Apply*

Interested applicants should submit a resume listing all relevant skills, education, and personal/professional accomplishments as well as a cover letter explaining why they would be essential to the preservation and responsible long-term development of Franklinton as a neighborhood for working artists and creative professionals **no later than 5pm on Friday, February 28, 2020 via email to [search@franklintonartsdistrict.com](mailto:search@franklintonartsdistrict.com)**. The minimum salary for this position is \$35,000/year with flexible work hours and competitive paid time off policy.

Questions regarding this job posting should also be directed to this email address, which will be answered and posted on the Franklinton Arts District website for public review at [www.franklintonartsdistrict.com/search](http://www.franklintonartsdistrict.com/search).