

Voices Breaking Boundaries' Executive Director Job Description

The mission of **Voices Breaking Boundaries**, a multidisciplinary arts organization, is to cross borders, sustain dialogue, and incite social justice through art.

Position: Executive Director - full-time; 40 hours/week plus some evenings and weekends

To Apply: email cover letter, resume, and 3 references to jobs@vbbarts.org

Voices Breaking Boundaries is looking for a dynamic candidate to join staff as we work with our board and our artistic community to tackle social justice through art. The Executive Director works in collaboration with the Artistic Director, Program Coordinators and Board to support and implement the organization's strategic plan. The Executive Director is responsible for organizational management and marketing.

Overall responsibilities: The Executive Director reports directly to VBB's Board. The ideal candidate is passionate about his/her work, has a strong work ethic and the capacity to meet and advance VBB's priorities. The candidate has strong organizational skills, and the ability to work alone as well as with individuals from a broad array of class, ethnic, sexual orientation, gender identity, and other backgrounds.

Primary responsibilities include:

Financial Management: *Manage the organizational financial health*

- Create and manage organizational budgets, including updated monthly cash flow
- Manage organizational expense and income accounts
- Manage payroll and taxes, including quarterly and year-end tax reports
- Maintain contact with CPA as/when needed to complete the above responsibilities
- Maintain all required financial documentation for grant applications and reports

Development: *Oversee overall organizational development efforts including grants and fundraising, including VBB's yearly Valiente fundraiser*

- Manage grant deadlines for all organizational grants
- Manage all operational grants and work with Artistic Director on creation of budgets for arts programming grants to insure their consistency with VBB's overall budget
- Assure productions and expenses satisfy all grants
- Work with Artistic Director and/or consultants to identify new grant opportunities
- Work with board and Artistic Director to develop VBB's individual donor base
- Work with development committee to produce yearly Valiente Fundraiser

Marketing: *Plan, manage and implement organizational marketing strategy*

- Oversee the production of print and web marketing materials (ex: fliers, posters, brochures, email banners, etc...), and manage website (non-interactive portion)
- Post programs to online promotional websites and events calendars, and create and send periodic eblasts
- Maintain and develop press contacts; prepare press packets; and revise and send final drafts of press releases to media

Administration: *Manage organizational infrastructure*

- Oversee organizational deadlines
- Manage organizational database, organizational files and correspondence
- Assist as/when needed in advance and at VBB productions
- Oversee non-artistic personnel (responsible for all personnel matters)

Board Management: *Execute and oversee all Board activities/updates*

- Maintain contact with all board members and board committees
- Provide monthly organizational updates to board members through email
- Work with Board Officers and Artistic Director to plan six board meetings a year
- Assist in the recruiting of new members

Salary: Commensurate with experience.

Resumes will be accepted immediately

*Interviews will be conducted in person and the position
will start early June 2012.*