



Executive Director

Classification: Exempt/Professional

Reports to: Board of Directors

Description

The Executive Director is responsible for the day-to-day leadership and management of FMCT. This individual is responsible for executing the objectives and strategic plan, in furtherance of the organization's mission, as approved by the Board of Directors. The Executive Director must be an excellent communicator (as the chief advocate and spokesperson), with the ability to manage a staff of creative individuals, collaborate with a growing and diverse community, and be an integral part of the organization's fundraising efforts.

Qualifications

- Bachelor of Science or Arts in Management/Business or related field.
- Demonstrated experience working in a non-profit, with an arts management/leadership role consisting of budgeting, fundraising, grant writing and marketing experience.
- Strong management, public relations, and interpersonal (written and oral) skills.

Operations

- Upholds, adheres, and executes the mission, bylaws, policies and direction from the Theatre's Board of Directors.
- Coordinates with Board committees to maintain awareness and act accordingly.
- Coordinates all volunteer growth and activities within the theatre.
- Oversees the implementation of volunteer training and direction.
- Coordinates budget development with the Finance Committee and oversee the organizational budget.
- Coordinates all publicity, media communications, press releases, brochures and playbill designs and compositions.
- Performs other duties, as assigned.

Administration

- Recruits, develops, oversees and supervises staff, conducting an annual review of all direct reports.
- Responsible for all financial record-keeping, employee payroll, accounts receivable and payable.
- Negotiates all rental contracts with outside groups.
- Attends and reports at all Board meetings.
- Responsible for all maintenance, repairs and upgrades of the physical facility.
- Coordinates and attends regularly scheduled staff meetings.



- Performs other duties, as needed.

Fundraising

- Develops and maintains a directory of major donors and benefactors.
- Solicits support from community leaders through fund-raising activities.
- With the assistance of the Board of Directors, creates and fosters an annual Membership Drive including bulk mailing, supervising data entry.
- Ensures accurate bookkeeping of monies received.
- Develops a system to research and apply for community theatre grant funding.
- Coordinates and oversees all annual campaigns.
- Coordinates and oversees all capital campaigns.
- Performs other duties, as assigned.

Specific Demands

The position of Executive Director requires frequent use of hands and fingers to operate office equipment. The position may be required to lift 25 lbs. on a regular basis, more occasionally and with assistance. Additionally, the position may require bending, pushing, and pulling. Qualified candidates must be familiar with and able to operate basic office equipment, including, but not limited to, computer, printer, copier, fax, machine, multi-line telephones, and video conferencing software.

How To Apply

All candidates meeting the above requirements are welcome to submit any questions and/or apply for the position by emailing their resume and cover page to *FMCT's Executive Director Search Committee*, Attention: Adam Montgomery at adam.montgomery@fmct.org.