

Artisans Center of Virginia

The Official State Artisans Center

May 14, 2018

The Artisans Center of Virginia (ACV) is seeking a full-time Executive Director.

Mission: The Artisans Center of Virginia (ACV) fosters artisan-focused economic growth, develops vibrant communities, and facilitates connective visitor experiences.

As an entrepreneur development organization, ACV provides services, resources and networking opportunities to growing small businesses. ACV's specialty is in developing innovative artisan-based (creative and agricultural) programs that network community members and entrepreneurs while facilitating resources they need to thrive.

ACV is looking for a highly organized person with attention to detail who is also flexible and fun. Integrity, reliability, leadership skills and the ability to work independently as well as in collaboration are also essential for this role. The position is full-time and will under direction of the Board of Directors work closely and collaborative with staff and community program teams to ensure the most effective implementation of programs and services.

The Executive Director (ED) serves as the chief executive officer and principal spokesperson for the organization and works with the Board of Directors to give direction and leadership to the achievement of the Artisans Center of Virginia's mission, goals and objectives, and develops long-range strategic plans to respond to the challenges of Virginia's artisans and their communities. The Executive Director reports to and holds office at the pleasure of the Board of Directors.

Key responsibilities include working with the Board and staff to develop and implement all policies, procedures, and long-range strategic plans and supervision of such areas as personnel matters, outreach, training, production, programming, promotion, grant writing, marketing and fundraising. The Executive Director must be cognizant of both new and social media, website development, and database management for the purpose of managing staff, teams and systems of the organization, encourages the growth of diverse and quality programming while increasing the organization's membership and ensuring that members are provided services on a timely and consistent basis.

Acting as a liaison between potential/existing members and the organization, the Executive Director must be a highly organized individual with excellent communications and collaborative skills. They should possess the creativity and analytical talent to effectively coordinate membership meetings and activities and be willing to travel in direct support of membership objectives and meeting facilitations.

Additional Responsibilities Include:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ACV's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
- Supervise, collaborate with organization staff and statewide community teams.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Qualifications:

- A bachelor's degree.
- Four or more years senior nonprofit management experience.
- Transparent and high integrity leadership and ability to multi-task.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to utilize digital/database software (Microsoft Suite, Basecamp Project Management, Campaign Monitor Communication, and Salesforce CRM).
- Proven leadership ability in managing staff and working in a collaborative environment.
- Appreciation for the arts and artisans, both creative and agricultural.
- Knowledge of Community Development and small business, entrepreneurial operations.
- Ability to coordinate all aspects of Membership programs, including recruitment, retention and fulfillment efforts, and all database entry and communication.
- Ability to convey a vision of Artisans Center of Virginia's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions at ACV employment is “at will” on both the part of the organization and the employee.

PLEASE NOTE the following updated information pertaining to the position:

- Annual Salary Range: \$35,000-\$45,000
- Applicable to Virginia residents located within 30 miles of the Artisans Center of Virginia office at the Frontier Culture Museum in Staunton, VA.
- Travel is required for statewide programs.
- Moving package not included.

To apply please send your resume, a cover letter, contact information, at least two references to:

Artisans Center of Virginia P.O. Box 166, Greenville, VA 24440 or
Email it to admin@artisanscenterofvirginia.org.

For more information on the Artisans Center of Virginia visit:
ArtisansCenterofVirginia.org; ArtisanTrailNetwork.org; VirginiaOysterTrail.com