

Morgan Arts Council, Inc.
JOB POSTING

JOB TITLE: Executive Director

REPORTS TO: Board President, Executive Committee of the Board of Directors

LOCATION: The Ice House, Berkeley Springs, WV

The Morgan Arts Council (MAC) is a non-profit 501(c)(3) community arts organization serving Berkeley Springs and all of Morgan County, West Virginia. We serve our mission through art gallery exhibits; theater, dance, and music productions; youth and adult art education; arts-integration programs in Morgan County schools, and community public art engagement. MAC's home is the Ice House, a partially renovated 40,000 square foot facility located in the heart of Berkeley Springs. Current membership is approximately 340 and the current annual budget is \$275,000. Our programs and staff are overseen by a fifteen-member board of directors. The staff consists of one full-time and two part-time employees, along with several contractors.

JOB DUTIES AND RESPONSIBILITIES

- General operations, facility, and organizational management
- Staff supervision
- Fundraising, Finance and budget administration
- Grant writing/management/reporting
- Program planning/development/management
- Timely compliance with federal, state, and local laws and regulatory requirements
- Membership and constituency communications

REQUIRED COMPETENCIES

- Prior management position in a business, non-profit, or community organization
- Budgeting and financial recordkeeping experience
- Grant writing and fundraising experience
- Highly organized and able to manage multiple simultaneous projects, events, and deadlines
- Knowledge of current employment law and human resources practices
- Bachelor's degree in arts management, business, communications, and/or relevant work experience that may be substituted for educational requirements

ADDITIONAL QUALIFICATIONS

- Entrepreneurial, self-directed, and functions effectively in an independent work environment
- Ability to develop strong, collaborative working relationships with a diverse group of people
- Skilled at working with and motivating a large source of volunteers
- Excellent oral and written communication skills with attention to detail and a demonstrated ability to write for different audiences and purposes
- Interpersonal relationship skills that contribute to positive team building, participatory problem solving, and a community of caring.
- Experience and fluency in social media platforms Facebook, Twitter, and Instagram
- Experience with office automation tools such as Microsoft Office Suite or Google Office platform
- Passion for the arts and the community of Berkeley Springs

APPLICATION INSTRUCTIONS

Submit cover letter and resume by email to: jobs@macicehouse.org or by mail to Morgan Arts Council, PO Box 248, Berkeley Springs, WV 25411. **Applications must be timestamped/postmarked before midnight on November 15, 2023.**

The Morgan Arts Council, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.