



## **AthFest Educates Executive Director Position Description**

The Executive Director provides visionary leadership and strategic guidance to the organization, its Board of Directors, employees, committee chairs, and volunteers. As the public face of AthFest Educates, the Executive Director represents the organization to the community, local government, sponsors, donors, partner agencies, volunteers and the media. The Executive Director must endeavor at all times to display a high level of proficiency and skill as a communicator, negotiator, representative, and goodwill ambassador. As the leader of a non-profit organization dedicated to educating children across the broader community, the Executive Director must be mindful of their public profile.

The Executive Director directs the day-to-day operations of the organization, manages staff, including any interns or volunteers performing the day-to-day operations of the organization, and performs other tasks at the direction of the Board. A more detailed description of duties can be found below.

This is a full-time position with flexible hours and benefits.  
Salary: \$50,000 - \$55,000 commensurate with experience.

If you are eager to lead an organization committed to sustaining and advancing music and arts education in Athens, we'd love to hear from you! Send a cover letter and resume to [info@athfesteducates.org](mailto:info@athfesteducates.org).

### **Required Qualifications:**

- Bachelor's Degree in a relevant field or equivalent training and experience.
- Experience planning public events and coordinating volunteers.
- Excellent verbal and written communication skills and an ability to represent the organization to various constituencies, including the media, government entities, community agencies, professional organizations and the general public.
- Strong organizational skills, exemplified by:
  - Self-management (setting priorities, keeping office hours, attending appointments and meetings on time, and organizing the workday/workweek in an efficient and productive manner.)
  - Ability to manage staff calendars, event calendars and physical or electronic files.
  - An ability to keep the office, storage facilities, equipment and supplies in an orderly, safe, and accessible condition at all times.

- Understanding of essential recordkeeping and information management practices, particularly in relation to the budgets, finance, personnel, and contact management.
- A basic understanding of and aptitude for the role of music and arts education in our society coupled with a desire to enhance opportunities for citizens, particularly children, to participate in the arts and to share their talents and gifts with the wider community.

### **Preferred Qualifications:**

The ideal candidate will possess all of the required qualifications, as well as:

- Visionary leadership, coupled with the ability to inspire and motivate others to support the organization.
- An unwavering commitment to music and arts education, local musicians and artists, schools, children and the Athens community at large.
- Experience leading a non-profit organization, particularly one related to the arts and education.
- Prior experience working with a Board of Directors, and an understanding of the need for mutual accountability, transparency, and shared leadership within Board/ED relations.
- A strong commitment to organizational development, process improvement, and strategic planning.
- Patience, the ability to take and act on feedback, and the flexibility to adapt to the changing needs of the organization.
- Demonstrated ability to establish and maintain effective community and business partnerships, such as organizational alliances, sponsorships , and shared programming.
- A track record of experience planning large-scale community events, such as concerts, races, festivals, conferences, galas, award ceremonies, exhibits, workshops, etc.
- Experience training volunteers, orienting new board members and chairs, and explaining organizational needs to suppliers, contractors, sponsors and partners.
- The work ethic to “get things done” and the resourcefulness to make the best use of available resources, funds, equipment, supplies and human capital.

***Responsibilities include, but are not limited to the following:***

### **Organizational Leadership**

- Lead the strategic planning efforts of the organization
- Attend all regular meetings of the Board of Directors, and the Executive Committee
- Assist the Chair in meeting facilitation and management
- Represent AthFest Educates at meetings of relevant government, business, arts, and community organizations, and explore partnerships, advocate for the organization, and stay informed about information impacting the organization.

## **Fundraising**

- Research and apply for grants, sponsorships and fundraising opportunities for the organization.
- Supervise the annual grant program by assisting the Grants Committee in awarding grants, ensuring appropriate documentation and record keeping to monitor the success of the program.
- Assist the Board and applicable committees in the development of future grants, programs and initiatives.
- Meet with potential sponsors, donors, foundations, agencies, and organizations to establish and maintain relationships and partnerships.

## **Event Management**

- Attend planning committee meetings for the festival, the half marathon, and other major events.
- Assist and support the Marketing Chair and publicist in all marketing and communication efforts.
- Advise Board members, chairs, interns and volunteers of available resources, and stay apprised, through regular communication, of resource needs associated with the function of their committees and events.
- Research applicable laws, regulations, and procedures related to events planned by the organization, and apprise all staff of potential impacts on their assigned tasks and/or the overall planning and production of their programs and events.
- Reserve equipment, facilities, and event location.
- Meet with applicable authorities and agencies to ensure event security, availability of emergency personnel, and access to necessary utilities.

## **Day-to-Day Operations**

- Ensure the establishment of regular office hours.
- Field inquiries about AthFest Educates' mission, vision, values, programs and events.
- Assign and supervise the work of staff, interns and volunteers.
- Ensure the physical security of the office, organizational property, and items held in storage, as well as the security of electronic records, financial information, and confidential information about the staff and organization.