

Georgetown

Arts & Culture Association

JOB DESCRIPTION: EXECUTIVE DIRECTOR

The Executive Director works for the Board of Directors and in partnership with contract workers and volunteers to provide strategic organizational leadership, vision and direction for the organization. The Executive Director implements the plans, policies and budgets approved by the Board of Directors and oversees the general management of GTAAC programs. Areas of coverage include Board of Directors and committee meetings, maintaining policies and procedures of the organization, administration of grants and fundraising, managing marketing campaigns and press, and budgeting, financial bookkeeping and tax reporting.

SUMMARY OF RESPONSIBILITIES:

Administration/Finance

- Responsible for maintaining sound financial practices.
- Work with the Board to prepare a yearly budget; see that the organization operates within the budget guidelines.
- Ensure accurate records are maintained of all financial transactions
- Prepare financial reports for the Board by collecting, analyzing and summarizing account information
- Responsible for all federal tax document collection and filing: W9, 1099, 990
- Responsible for all licensing and reporting for Washington State and the City of Seattle
- Make payments to all organizations, businesses, and contractors

Committee & Board Liaison

- Work with board to develop and maintain a long-range strategy in alignment with GTAAC's mission
- Carry out plans and policies authorized by the Board
- Support programs, coordinating with board and volunteers.
- Promote active participation by volunteers
- Collect/compile/preserve all official records and documents
- Oversee meeting material production and distribution
- Assist with other committee tasks/activities as needed

Programs

- Support all aspects of GTAAC's programming (Education Week, Art Chop!, Halloween Parade, Artist Directory) as needed
- Plan and administer any additional programming

Communications

- Act as point of contact and represent the programs and point of view of the organization to agencies, organizations, businesses, and the general public

Marketing/Social Media

- Maintain GTAAC website
- Oversee and participate in publicizing the activities of the organization, its programs and goals
- Cultivate strong working relationships and cooperative arrangements with affiliated groups, companies, and organizations (primarily through the Georgetown Coalition)
- Make sure that messaging to the public is distributed on an effective schedule and speaks with a consistent voice and style

Development/Fundraising

- Administer all grants, including maintaining all necessary documentation and filing requests/invoices for payment
-

SKILLS:

- Knowledge of and passion for the Georgetown neighborhood
- Excellent organizational and time-management skills. Focused on timely delivery with clear communication any roadblocks or challenges
- Strong knowledge of computer systems and software – Microsoft Office Suite, Google for Nonprofits, Quickbooks, etc.
- Strong knowledge of social media and email marketing – Facebook, X, Instagram, etc.
- Experience with website design and development
- Understanding of nonprofit financial bookkeeping
- Excellent oral and written communication skills
- Ability to handle the demands of a variety of personality types
- Professional and positive demeanor
- Proven accuracy and attention to detail