



Cultural Office of the Pikes Peak Region: Executive Director Job Description

The executive director for the Cultural Office of the Pikes Peak Region (COPPeR) is an experienced self-starter with a background in arts and culture looking to strengthen the cultural landscape in El Paso and Teller counties of Colorado. The successful candidate is a relationship-driven professional with proven skills in program development, technology, management, policy, fund development, financial operations and communication. The successful candidate demonstrates: radical optimism, creativity, entrepreneurial spirit, strategic and inclusive leadership, and a passion for the Pikes Peak region's history, diverse communities and art forms.

POSITION TITLE:

Executive Director, full-time, exempt

REPORTING RELATIONSHIP:

Reports to Executive Committee of the COPPeR Board of Directors

SUMMARY DESCRIPTION OF POSITION:

Provides overall leadership, management and coordination of organizational activities, to include administrative, programmatic and fund development activities and supervision of staff, to include full-time, part-time and contract employees as well as interns and volunteers. Provides stewardship of mission, ensuring that COPPeR's artistic vision and integrity are reflected in all areas of programming, presentation, and policy, to ensure that the highest quality of professionalism, design, and direction are maintained.

MINIMUM QUALIFICATIONS:

- Bachelor's degree, with preference to degrees in arts administration, public administration, business administration, communications fields, or organizational development
- At least three years' experience in management; specific arts administration and/or nonprofit experience preferred
- Excellent writing, editing and public speaking skills
- History of leadership roles within employment and/or volunteer efforts
- History of involvement in the arts at a professional and/or personal level

COMPETENCIES:

- Self-motivated, organized, adaptable
- Excellent people and relationship skills
- Highly professional
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team
- Ability to problem solve
- Respect for a diversity of cultures
- Ability to lead the development of new initiatives that directly and positively impact arts and culture in the Pikes Peak region
- High level of comfort with technology and the ability to learn new software. COPPeR staff regularly use the following programs: Microsoft Office Suite, Quickbooks, Adobe Design Suite, HTML/WordPress, and Constant Contact.

ESSENTIAL JOB FUNCTIONS:

Supervisory

- Supervise staff and coordinate board and committee volunteers
- Recruit and manage internship programs
- Inspire a culture of collaboration, maintaining effective and open communication with all constituents, board members, volunteers, staff, partners and the community
- Follow and implement best-practices for Human Resources management

Programming

- Oversee all organization programming:
 - Peak Radar operations (Peakradar.com, Picks, Pages, Theater, Concert Guide)
 - Cultural Planning (Art in Storefronts, Coffee with COPPeR, Arts Education)
 - Education (Trainings, Arts Advocates, and dissemination of communitywide arts data)
- Serve as cultural liaison to partner agencies such as Regional Business Alliance, Experience Colorado Springs, Leadership Pikes Peak, regional entities, etc.
- Advise special community projects needing arts/culture expertise
- Oversee future programming as determined by board and articulated in strategic plan

Communication

- Advocate for arts sector in its entirety to community through e-newsletter and social media
- Work with local, regional and national media to ensure positive stories about the arts are being told
- Monitor and update COPPeR's organizational website to ensure messaging is accurate and up-to-date
- Ensure Branding Guidelines are upheld
- Follow and implement Communications Policy
- Maintain a professional and positive relationship with key elected officials, serving as arts liaison and subject matter expert

Fund Development

- Develop and oversee annual fund development plan, including philanthropy from board, individuals, foundations and corporate supporters
- Ensure effective and best-practice donor relations, stewardship and donation tracking
- Oversee strategic fundraising initiatives, events, grant writing and campaigns
- Prepare grant proposals and final reports
- Oversee ad hoc events committees (to include board and community members)
- Research and develop earned revenue programs

Administrative / Organizational

- Oversee operations of walk-in office and arts information space. Ensure public hours and collaborate with neighbors on creative programming
- Oversee all board relations, including preparation for all board and committee meetings
- Manage day-to-day bookkeeping of organization, to include checking account and money market accounts, managed through Quickbooks software
- Oversee payroll administration
- Ensure ongoing legal compliance and filing of necessary reports and fees

MINIMUM PERFORMANCE STANDARDS:

- All employees of COPPeR are expected to maintain high standards of productivity, cooperation, attendance and efficiency
- All employees are responsible for promoting the mission of the organization
- All employees advocate for the arts and for COPPeR
- All employees follow branding and communications standards established for the organization
- Professional dress and manner required to maintain a positive public image for the organization
- Weekend/evening commitments when necessary
- Ability to travel regionally and nationally

PHYSICAL REQUIREMENTS AND FREQUENCY:

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range
- Requires eye-hand coordination and manual dexterity
- Requires prolonged standing and/or sitting

Interested candidates should submit a cover letter and resume to hr@coppercolo.org by October 23, 2013.