

SEMINOLE CULTURAL ARTS COUNCIL

Position: Executive Director

Reports to: Board of Directors

OVERVIEW:

The Seminole Cultural Arts Council (SCAC) is a catalyst for the preservation of local cultural and historic heritage, including performing, literary, and visual arts and sciences.

Formed in 1994, the SCAC is a registered 501(c)(3) nonprofit organization offering sponsorships, fundraising events, a grants program, a county-wide arts and cultural map, and community-based arts programs. Utilizing social media, the SCAC acts as a clearing house for arts and culture announcements in Seminole County and Central Florida. Our mission is to serve, support and nurture the cultural and artistic needs of our residents, and to sustain, develop and advance the cultural life of Seminole County.

In May, 1995 the Seminole County Board of Commissioners designated the SCAC as the official recipient of specialty Florida State of the ARTS license plate funds. With this and other funding, SCAC is able to provide grants to arts and cultural organizations, individual artists and the community.

POSITION SUMMARY

The provisions of this policy are based upon and are to be compatible with the existing legislation, by-laws, and goals and objectives governing the Seminole Cultural Arts Council (SCAC).

Qualifications: The position of Executive Director is a full-time senior staff position with paid benefits. It requires substantial management experience (5 years) in a non-profit organization, knowledge of policy and program development, fiscal and personnel administration, fundraising, marketing, a strong ability to communicate in both speaking and writing, and the ability to work with a variety of people. The Executive Director reports to the President of SCAC.

RESPONSIBILITIES

1. Understands the mission of SCAC and the technical aspects of managing a non-profit organization. Provides advice to membership, depositors, and staff directly and/or solicits guidance from experts. Advises the Board and its committees on issues and developments affecting the arts and on matters of SCAC policy.

2. Plans, designs, and administers SCAC programs, projects, and services. Establishes policies and procedures, standards of service and performance. Determines strategies, sets and implements long-term goals and annual objectives in conjunction with the Executive Board.

3. Works with the SCAC Treasurer and Finance Committee to prepare an annual budget and periodic financial reports to the Board. Maintains complete records to ensure compliance with audit requirements. Administers the funds of the organization according to the approved budget and monitors the monthly cash flow. Identifies and communicates irregularities in a timely manner and ensures that revenue and expenses are within projections or better. Is an authorized signer of SCAC checks.

4. Enters into contracts and agreements, prepares and submits grant applications and funding requests with Executive Board approval. Oversees management of funded grants, ensuring compliance with all state, local, and federal requirements. Files annual renewal requests for SCAC Incorporation with FL Dept. of State, the Dept. of Agriculture Consumer Services Permit for Solicitation of Contributions, FL sales tax exemption, and Seminole County Board of County Commissioners Arts Funding Contract.

5. Oversees annual grant process. Edits changes to the SCAC grant application, hosts Grant Writing Workshop each June, appoints a grant review committee each August to rate applications, holds the Grant Review Panel open meeting with applicants prior to awarding grants on October 1. Creates and files annual FLAIR (Florida Accounting Information Resource) remittance report of monthly DMV itemized transactions for FL Dept. of Highway Safety & Motor Vehicles deposited in license plate account (SCAC is the official recipient of revenue from the sale of Florida State of the Arts specialty license plates as designated by the Seminole County Board of County Commissioners to fund local grants.)

6. Ensures that adequate liability insurance coverage is carried for the organization, including all special event coverage, as well as a separate Directors & Operators policy for the Board of Directors and Executive Director.

7. Recruits and employs a competent staff. Supervises and schedules the workloads of office staff and volunteers. On matters of personnel, may appeal to the Executive Committee.

8. In collaboration with the board, establishes public and private sector fundraising objectives to ensure that fundraising goals are consistently met or exceeded. Meets and works with fundraising sub-committees for The Art of Bowling, the Taste of The Arts annual gala, the SCAC Annual Golf Classic,

9. Provides the Board of Directors with a monthly meeting agenda, written monthly report, and other status reports with appropriate supporting and background materials to include activities, meetings, progress, and items pertinent to SCAC operations.

10. Coordinates marketing, public information, and public relations for SCAC. Provides leadership to promote and maintain a Seminole County community in which cultural diversity is honored and opportunities for art and cultural experiences are available to all.

11. Represents the Seminole Cultural Arts Council locally, regionally, and nationally. Builds and maintains collaborative relationships with other non-profit organizations, government, schools, businesses, corporate leaders, media representatives, and other individuals to enhance the quality and quantity of access to arts and culture through community partnerships and public art projects. Helps the community understand the importance of the arts in education and economic development.

12. Works a standard work week, usually in an office environment, but the mission of SCAC sometimes necessitates non-standard workplaces or requires work evenings, weekends, or holidays to support programs or to represent the organization at public events. Attends all Board and Executive Board meetings which usually take place after regular work hours. Attends committee meetings or reviews their minutes.

13. Performs other related duties and responsibilities as required.

REQUIREMENTS:

1. BA/BS in a related field or equivalent experience.
2. Professional demeanor, excellent written and oral communications, analytical problem solving, time-management skills, and organizational skills.
3. Understanding of ethical behavior and business practices to ensure that their personal behavior and the behavior of personnel is consistent with these standards and aligns with the values of the organization.
4. Computer proficiency in programs including Microsoft Office, Word, Excel, Outlook, and Access.
5. Experienced website management.
6. Working knowledge of donor database management.
7. Marketing and promotional skills.
8. Financial/Accounting skills to manage an organization budget.
9. Event planning experience.
10. A demonstrated success in fundraising.
11. Grant-writing experience.

JOB TYPE: Part Time (32 Hours)

PAY: \$36,000

EDUCATION LEVEL: Bachelors Degree, Masters

Please email your resume and salary requirements to: info@seminoleculturalarts.org

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