

Colorado Business Committee for the Arts (CBCA)

CBCA is a 501(c)3 nonprofit membership organization that has been forging inspiring partnerships between businesses & the arts for over 30 years. We are 145 member businesses and over 60,000 employees, from all sectors, choosing to be at the exciting intersection of arts and business in Colorado.

Mission: Advance Colorado's creative economy by connecting business and arts.

Executive Director, Colorado Business Committee for the Arts (CBCA)

Reporting to the Board of Directors, the Executive Director provides strong, innovative and collaborative leadership and is responsible for the achievement of the Colorado Business Committee for the Arts (CBCA)'s mission, vision and financial objectives and leads fundraising efforts for the organization.

Responsibilities

Fund Development:

- Work with the Board and staff to meet diverse fund development objectives to further the mission of the organization.
- Oversee the development and management of fundraising campaigns and events, government and private grant applications and execution, corporate giving programs, earned revenue and membership growth to secure adequate funds with a focus on general operating and program support.
- Cultivate and solicit sponsorships, corporate memberships, individual donations, grant opportunities and other new or existing funding opportunities.

Leadership:

- Empower, engage and inform Board of Directors and staff.
- Provide leadership in developing financial, organizational and program plans with the Board and staff.
- Provide mission driven direction to staff, Board and volunteers.
- Work with the Board and staff to ensure CBCA has a long-range strategic plan to ensure ongoing relevance, stability and success for the organization.
- Maintain a working knowledge of significant developments and trends in the cultural and business communities.
- Facilitate and support the work of the Board and its subcommittees.
- Manage and implement general HR duties. These duties include: hiring, reviewing and firing staff; organizing staff benefits, such as health insurance; updating and supervising employee policies.

Fiscal Management:

- Work with the Board and staff to ensure the financial health of the organization and meet all legal and tax requirements.
- Lead the Board Treasurer and staff in the preparation of the annual budget.
- Ongoing oversight of the budget, revenues and expenditures.

Public Relations & Marketing:

- Serve as spokesperson for the organization and clearly articulate the mission and activities of the organization to the media, funders, corporate members, community partners/leaders, and other stakeholders.
- Cultivate and maintain strong relationships with businesses, cultural organizations, artists, donors and government agencies to enhance CBCA's value to the community.
- Oversee marketing and communications efforts to increase public awareness and promote consistent image.
- Maintain current and foster new relationships with other public and nonprofit agencies, businesses and individuals to further the mission of the organization.

Program and Event Oversight:

- Oversee the management of all programs and events to increase quality, involvement, and achieve CBCA's mission.
- Ensure that the events and programs are aligned with mission and goals of CBCA.
- Ensure effective systems to track progress, regularly evaluate and measure success of CBCA's programs, events, member benefits and overall impact.

Requirements

Qualities:

- Dynamic, energetic, engaging leader who:
 - Possesses superb verbal and written communication skills
 - Has the ability to serve as an inspiring spokesperson for the organization
- Passionate and knowledgeable about both the arts and cultural community as well as the business sector.
- Strong work ethic and can develop a highly productive work environment while demonstrating flexibility
- Able to manage pressure, multi-task and meet multiple deadlines
- Comfortable working on a small, collaborative team
- Demonstrates a high level of business and financial acumen
- Able to work with a variety of stakeholders and target audiences

Job Requirements:

- Bachelor's degree from an accredited institution is required. A Master's degree in nonprofit management, business or an arts-related field is preferred
- Management experience is required. Management experience in the nonprofit, corporate or cultural sector is preferred
- Experience in budget development and oversight
- Proven track record in fundraising
- The ability to build productive relationships with diverse groups and individuals
- Exemplary oral and written communication skills
- Demonstrates a record of success in working with a Board, staff, community members and supporters of an organization is preferred
- Experience with the Metro Denver and/or statewide arts and cultural sector is preferred
- Strong computer skills with PC operating systems, such as Microsoft Office and Outlook, is required. Experience with QuickBooks is preferred
- Willing to work occasional evening and weekend hours

Compensation and Benefits

Salary is competitive and commensurate with qualifications. Compensation includes health benefits and paid annual vacation.

To apply, email a cover letter, resume and salary history to: chris.ross2@usbank.com by January 9, 2017. No phone calls, please.