

# Ohio Citizens for the Arts

## **Executive Director**

### **JOB DESCRIPTION**

The Executive Director is the principal authority for day-to-day management of Ohio Citizens for the Arts, a 501(c)(4) corporation, and the Ohio Citizens for the Arts Foundation, a 501(c)(3) corporation. He/she works with the volunteer Board of Directors and others to initiate and evaluate activities of OCA and supervises the work of a full-time staffer and a contract lobbyist.

### **ADVOCACY and LOBBYING**

- Fosters and facilitates communications with organizations, artists, and other arts advocates about issues affecting the arts and public arts funding
- Strengthens and develops the grassroots arts advocacy network
- Plans and implements successful arts advocacy strategies and programs
- Provides liaison between the Board of Directors and the contracted professional lobbyist
- Remains informed about the Ohio legislature, elected officials, trends and issues, especially arts appropriations and legislation affecting non-profit arts organizations and the creative industries

### **PROGRAMS**

- Develops and coordinates programs adopted by the Board of Directors
- Actively participates in implementing programs, including Arts Day
- Evaluates program activities in keeping with the mission of OCA
- Supervises scheduling and physical arrangements for OCA functions

### **PUBLIC RELATIONS**

- Represents OCA at arts advocacy meetings statewide
- Generates opportunities to speak for the organization at a variety of meetings, and engages members of the Board of Directors when appropriate
- Promotes the value of the arts to decision-makers (public and private)
- Oversees and participates in the production of OCA publications
- Supervises the generation of media information concerning the arts
- Provides continuing liaison between OCA and other arts organizations, including the Ohio Arts Council and the Statewide Arts Service Organizations

## **ORGANIZATIONAL DEVELOPMENT**

- Defines, with the Board of Directors, long-range vision, objectives, and strategies for ongoing organizational development of Ohio Citizens for the Arts and the Ohio Citizens for the Arts Foundation
- Manages the overall strategy for funding operational needs of OCA/OCAF
- Works with the Board of Directors to increase membership and encourage renewals
- Assists members of the Board of Directors in researching and identifying potential funding sources
- Writes, assists with, or supervises grant proposal development

## **ADMINISTRATION**

- Implements policies set by the Board of Directors and attends all Executive Committee and Board meetings
- Maintains and is accountable for appropriate standard office operations including business, personnel, and financial management
- Oversees the work done by the contracted lobbyist and other independent contractors
- Determines and oversees work of the full-time staffer in areas of communications, event coordination, database maintenance, membership services and other areas as assigned.
- Works with the Treasurer in preparing the annual budget; submits Treasurer-reviewed financial statements and reports to the Board
- Serves as signatory for contracts and on bank accounts, signs checks