

**POCONO ARTS COUNCIL
EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Executive Director is a full-time, salaried position responsible for the day-to-day operations of the Pocono Arts Council as established by the Board of Directors. This is an in-office position and requires availability for in-person Pocono Arts Council events.

The Executive Director works closely with the Board of Directors, officers, volunteers, and other staff members in accomplishing the following duties:

- Establish Pocono Arts Council as the “voice of the arts” in the Poconos through marketing, publicity, and public relations
- Fundraise with support from the development committee and Board of Directors
- Develop membership with support from the development committee and Board of Directors
- Research and write grants – local, state, corporate, and foundation
- Guide and supervise staff and committees
- Monitor and facilitate committee activities
- Liaise with local and state government agencies
- Liaise with local, state, and national arts organizations
- Liaise with business, education, and other components of the local community
- Prepare budget (implementation and monitoring) with support from the treasurer and finance committee
- Provide professional assistance to members
- Disseminate information to members and constituencies, including monthly newsletter
- Prepare, facilitate, and complete all special projects as directed by the Board of Directors
- Recruit and manage volunteers
- Keep abreast of all current information and trends of local arts agency administration
- Flexible schedule to ensure office and event coverage including occasional nights and weekends

Qualifications

- Bachelor's degree or equivalent combination of education and experience
- 3-5 years' experience in arts and culture sector or nonprofit organizations
- Ability to build, foster, and maintain positive professional relationships
- Excellent communication, interpersonal skills, and high level of customer service required
- Excellent computer skills with experience using word processing, spreadsheet, database, and presentation software (Microsoft Office Suite)
- Experience with QuickBooks, WordPress, HubSpot CRM, POS Systems
- Ability to solve problems and work independently
- Excellent organizational, planning, and project management skills with an emphasis on attention to detail
- High level of verbal and written communication skills
- Full COVID-19 vaccination requested

Pocono Arts Council is an Equal Opportunity Employer and a 501(c)(3) nonprofit organization. EIN 23-1970009

**Interested applicants should email their resume and cover letter to director@poconoarts.org
Deadline to Apply: March 1, 2023**