

Executive Director of Member Driven Cultural Arts Organization

The Nineteenth Century Charitable Association

Full-time: Salary + Bonus Reports to: The President and the Board of Directors

Mission: Strengthen our community through learning, giving and sharing our landmark building.

Location: 178 Forest Ave., Oak Park, IL 60301

ORGANIZATION DESCRIPTION

The Nineteenth Century Charitable Association (NCCA) is a vibrant, growing cultural arts provider supporting its community through programs in art, literature, social sciences, science and music and offering college scholarships to foster continued learning. The financial structure of the organization is based on the rental of its landmark building. NCCA's for profit catering business (Oak Park Banquets), membership dues and donations. NCCA currently has 302 members, 8 active committees, 7 months of weekly lunches and cultural programs and 5 part-time staff. The Nineteenth Century Charitable Association (NCCA) is a not-for-profit with a 501(c) (3) federal tax designation.

SUMMARY

The Executive Director (ED) partners with the Board of Directors to accomplish goals as outlined in the Strategic Plan and Mission Statement. The ED provides operational and executive expertise to the NCCA and Oak Park Banquets (OPB) (wholly owned subsidiary of NCCA). The ED represents them to the local government, business community and general public. The ED promotes organizational development and strategic planning, provides guidance to volunteers, committees, optimizes financial performance and oversees personnel. While working closely with the Board of Directors, the ED is responsible for day-to-day operations and implementation of all policies and initiatives of the organizations and Board of Directors.

The Director seeks opportunities to promote the organization's mission in the community. This would involve providing input and planning of events which would have a measurable positive impact on the lives of participants and increase the Nineteenth's potential as a grant recipient.

PRIMARY RESPONSIBILITIES

A. Organization Management Responsibilities

1. Oversees recruitment, training, development, and evaluation of staff, including annual reviews and personnel records.
2. Reviews current business systems (software, hardware, security, communication platforms), strategies and ensures appropriate implementation of changes in the business environment.
3. Maintains ethical standards and accountability, manages risk, performs due diligence, and implements efficient operational practices.
4. Ensures that the organization is in compliance with all laws and guidelines governing nonprofit organizations.
5. Reviews, approves, codes and initials all bills that need to be paid.

Executive Director of Member Driven Cultural Arts Organization

6. Ensures adherence to Federal, State and Local legal and statutory requirements including those set by insurance and other service providers.
7. Ensures that Village and State inspections (such as building, fire, health, elevator and boiler) are performed as required by law including pest control.
8. Oversees the physical space for Monday luncheons, Board and Committee meetings and special events.
9. Oversees building repairs and maintenance.

B. Programs, Special Events and Membership - with appropriate staff, committees and board

1. For special events the ED works closely with Event Chair to coordinate space usage, staff schedules, timelines, advertisements, budgets, and entertainment.
2. Prepares reports and AV for all board meetings, all member Business Meetings including Annual Meeting and Monday programs when required.
3. Oversees responsibilities of staff regarding programs and special events.
4. Develops collaborative projects/partnerships with community leaders and organizations.

C. Finance —with bookkeeper, outside accountant, and Treasurer as appropriate.

1. Maintains proper record keeping and ensures internal financial controls.
2. Assists with development and management of annual budget.
3. Reviews and reports all financial activities to the board on a monthly basis and is accountable for payroll.
4. Coordinates with the finance committee and staff to assure the audit happens in a timely fashion and provide appropriate records.
5. Reviews analysis of financial activities (income and expense), identifies areas for improvement and address problems with Treasurer.

D. Fundraising

1. Research and develop plans for fundraising in coordination with the Development Committee.
2. Research sources for grants and write proposals to support the NCCA.

E. Public relations

1. Functions as the primary spokesperson for the Nineteenth Century Charitable Association in the community.
2. Attends meetings and represents the organization at other community events and venues.
3. Works with NCCA committees and oversees the OPB Sales Manager and Event Manager to create an annual communication plan that includes advertising, and a social media strategy to maximize appropriate opportunities.
4. Track trends that may impact the organization and report to the board.

Executive Director of Member Driven Cultural Arts Organization

F. Board of Directors

1. Partners with the Board of Directors to accomplish goals as outlined in the Strategic Plan and Mission Statement.
2. Prepares a report for all monthly Board meetings, all member Business meetings, including Annual Meetings and Monday program meetings when required.
3. Participates in and supports Board of Directors and committees as appropriate.
4. The Executive Committee of the Board conducts an annual review of the Executive Director's performance.

Requirements:

BS/BA, MS/MA/MBA preferred

4 year's experience as Director of a Team

Arts & Culture Nonprofits will be a best fit

Computer skills: Office, QuickBooks, PowerPoint, Publisher, Tripleseat, Ticketing platforms, donor/membership, general networking knowledge, and A/V background

Qualifications:

- a. Manage growth by respecting tradition and understanding changing needs of community
- b. Experience managing paid staff and working with volunteer committees
- c. Experience with rebranding an organization
- d. Experience with strategic and marketing planning
- e. Collaborate effectively with members and committees
- f. Experience in Fundraising
- g. Understanding of banquet management
- h. Sales & marketing background
- i. Strong verbal skills – relationship building and public speaking
- j. Listening skills/observation skills
- k. Writing skills including grant writing

Contact: President, Nineteenth Century Charitable Association, Susan Roberts,
susan@executivesupportinc.com or mail to Susan Roberts, Nineteenth Century Charitable Association at
178 Forest Ave., Oak Park. IL 60302

Applications to be received by September 15, 2019