

POSITION SUMMARY:**Executive Director****Performing Arts Society of Acadiana (PASA)**

The Executive Director of the Performing Arts Society of Acadiana (PASA) reports to the Board of Directors and works closely with the Creative Director and the Board to execute the strategic plan that provides local access to great performing arts while achieving financial stability and growth for all PASA programs.

The Executive Director is accountable for the overall organizational and financial operations of PASA. The person in this position will be called upon to: create and manage development initiatives (including sponsorships, memberships, patrons, endowment, etc); ensure that systems are in place to support and sustain the activities of PASA; facilitate and support the work of the Board and its committees; recruit and lead staff; oversee marketing and promotions; create and maintain a high level of visibility for PASA in the national performing arts community; and facilitate PASA's efforts to develop and implement partnerships and collaborations with other organizations in the community. The ED, working with the Creative Director, ensures that PASA is recognized as the leader in the cultural service sector, and together, the ED and Creative Director ensure a positive, financially and operationally stable environment in which artists and PASA flourish.

PREFERRED QUALIFICATIONS:

The successful candidate will have;

- Five or more years of mid and/or senior level management experience in a non-profit environment, preferably in the arts and performing arts
- Demonstrated skill and success in strategic planning and marketing, including familiarity with protecting and promoting a brand franchise for a regional program or product
- Demonstrated experience in working with and supporting a Board of Directors
- Background and experience in business administration, human resources, financial and nonprofit management
- Demonstrated ability to manage and evaluate organization-wide initiatives and ability to compile reports, create budgets and execute projects
- A working knowledge of business software used in data base management, marketing and relationship management, financial management, and personnel management
- Experience in fund raising and creating and managing development programs
- Demonstrated success in grant writing
- Experience in creating and managing marketing and promotion initiatives.
- Practical experience in contracting with artists to be able to administratively supervise the Creative Director
- Excellent oral, written and electronic communication skills.

- Demonstrated leadership skills and the ability to communicate clearly and generate creative solutions to issues.

MAJOR RESPONSIBILITIES:

Board Administration and Support: Supports operations and administration of the Board and its committees, seeks efficient board involvement and approvals, guides, advises and informs PASA Board members, interfaces between Board and staff, and supports Board's organizational evaluation process.

Education Program Support: Ensures that all objectives of the Education Program are met and that all programs are prominently emphasized and works closely with the Creative Director to ensure that resources are available to expand programs, subject to the Strategic Plan, and execute them for the maximum benefit of students.

Programming Support: Ensures that the PASA programs are developed in full concert with the Creative Director according to the vision and strategic plan established by the Board of Directors; further ensures that resources are available in a timely manner to the Creative Director to book artists, secure facilities and equipment, and all other requisite activities. Finally, the ED supports the Creative Director and others in PASA's education and outreach efforts.

Marketing / Promotion: Oversees design and execution of marketing and promotion activities to ensure the success of all programs and fund raisers.

Financial, Tax, Risk and Facilities Management: Recommends yearly budgets for Board approval and prudently manages organization's resources within those budget guidelines, according to current laws and regulations

Human Resource Management: Has major responsibility to build a staff of full time, part-time, and contracted resources to improve the quality and quantity of activities essential to the successful execution of PASA's activities. Effectively manages the human resources of the organization according to personnel policies and procedures that fully conform to PASA's policies and current laws and regulations.

Community and Public Relations: Assures that the PASA organization and its mission, programs, and services are consistently presented in a strong, positive manner.

Fundraising: Oversees fundraising planning and implementation including identifying resource requirements, researching funding sources, establishing strategies to approach contributors, submitting proposals, and administering fundraising database and documentation, and participating in meetings with major donors and high profile sponsors. The ED is expected to utilize the members of the board in developing a sophisticated approach to fundraising.