



https://sparcinla.org/job/executive-director__trashed/

Executive Director

Description

The Executive Director (ED) will oversee all operational functions of the organization. The ED will coordinate and execute the organization's daily operational needs. They will oversee the management of the SPARC facility, staff scheduling and coordination, technical support, human resources, gallery and on-site mural installations, and events. The ED will work with SPARC's Artistic Director/CEO and COO, Development Managers to support the completion of all on-site projects. The will oversea the overall direction for the completion of SPARC programs and projects. The ED will plan, direct, coordinate operational activities at the highest level of management, and support staff towards the timely completion of milestones anticipating any potential delays to keep projects within budgetary requirements.

Responsibilities

- Direct or coordinate Bridge Project Management, Preservation/Archive
- Manage Fundraising and Grant Management
- Establish Public and Business Partnerships
- Analyze operations to evaluate performance of the organization's staff in meeting objectives, to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of the organization's businesses to ensure continuing operations, to maximize returns on investments, and to increase productivity. Including but not limited to: inter-departmental control systems and processes, administrative/support services, financial operations, sales, marketing and customer service activities, and project activities.
- Implement corrective action plans to solve organizational or structural problems.
- Prepare financial reports including: budgets for approval (including those for funding or implementation of programs) and yearly audits.
- Establish each program's responsibilities and coordinate functions among projects and out of the center's sites and provide project-based reports and progress updates towards project completion.
- Oversea in partnership with COO legal or regulatory compliance matters and analyze impact of of legal or regulatory changes.
- Develop and communicate organizational policies, procedures and/or programs.
- Confer with organizational members or departments to accomplish work activities and improve function or communication.
- Represent the organization in external relations and coordinate/manage relationships with vendors/partners/external parties to exchange information.

Qualifications

- BA in Nonprofit Business Management, Business Management, or equivalent

Hiring organization
SPARC

Employment Type
Full-time

Base Salary
\$ 90,000

Date posted
September 28, 2022

- 4 Years of Experience in Nonprofit Management
- Arts Background required
- Knowledge and experience with Cultural Arts and Awareness
- Excellent verbal and written communications skills required in English and Spanish
- Proficient in Quickbooks Online
- Experience using Project Management software
- Proficient in Microsoft Office and G Suite Software
- Proficient in Adobe Software such as Adobe Acrobat, Photoshop, Video Editing Software
- Proficient at image management and art handling
- Evidence of commitment to the mission and core values of the organization
- Strong analytical and problem solving skills with proven ability to evaluate and implement solutions in a fast paced, high pressure environment

This is a full-time position with a competitive benefits package. Salary commensurate with experience.

Work Remotely: No

Submitting an Application

Please submit a resume, cover letter, and 3 references to gloria@sparcinla.org and jobs@sparcinla.org.

Salary is \$90k per year. Salary is competitive and commensurate with experience.