

EXECUTIVE DIRECTOR

Palmetto State Arts Education

Palmetto State Arts Education (PSAE) seeks a part time Executive Director to lead this arts organization into the future. This statewide remote position is an excellent opportunity to use your creativity and leadership skills to collaborate with influential state leaders of arts education to change the trajectory and increase the impact of arts education across South Carolina. As the executive director, you serve as the face of PSAE and represent the organization at the state and national level.



ABOUT PSAE

Founded in 1987, Palmetto State Arts Education's mission is to advance learning in and through the arts for all students.

We support our mission by:

- Positioning arts education by developing awareness to ensure support
- Providing support for educators to successfully develop and deliver arts education
- Recognizing and acknowledging outstanding achievement and innovation in arts education

Revenues: \$200,000+

PSAE has historically been funded by grants from governmental organizations and income earned through registrations to its annual arts integration conference. Moving forward it seeks to enlist more support from individuals, foundations, and businesses. The expansion of funding sources will require planning, networking, and execution skills.

For more information, please visit www.palmettoartsed.org

POSITION

The position of Executive Director (ED) is currently a part time position. Reporting to and working closely with the Board of Directors, s/he will have strategic and operational responsibility for PSAE's contractors, programs, and execution of its mission.

QUALIFICATIONS

The Executive Director of Palmetto State Arts Education should have leadership abilities; a knowledge and appreciation of the arts and arts education; excellent organizational and communication skills; be honest and enthusiastic, assertive and independent; use flexibility when working with professional and/or volunteer personnel; and be committed to the mission of PSAE.

The ED should have excellent oral and written communication skills, appropriate technology skills, a collaborative style of management, knowledge of administrative and fiscal management, good business protocol, professionalism, be able to balance several projects at once, and make use of flexible working conditions.

HOURS & COMPENSATION

Workflow will vary according to project needs. On average 3 to 4 hours a week is spent on basic administrative tasks with another 12 to 15 hours a week on projects. Time spent on projects will vary according to the tasks at hand.

Base: **\$15,700**

Average Yearly Additions dependent on grants: **\$15,000**

Average Total: **\$30,700**

PRIMARY RESPONSIBILITIES

LEADERSHIP & MANAGEMENT

- Work with the Board of Directors on short and long-term policy creation and planning. These include capacity-building, fundraising, financial management, programs, board development, legal compliance, and mission attainment. Assist the board in matters when requested, within reason.
- Lead coalition building and strategic partnerships.
- Manage programs to ensure fitness, efficiency, and effectiveness. This includes program design, delivery methods and evaluation.
- Ensure compliance with state and federal obligations. Reduce unnecessary organizational risk but ensure that PSAE is insured and using sector best practices.
- Ensure strong management of all systems. This includes technology, financial controls, accounting, operations, grant management, and legal compliance.
- Supervise and maintain legal agreements and contracts ranging from independent contractors, memos of understanding, etc.

FINANCES & COMMUNICATIONS

- Ensure strong financial management. This includes working with PSAE Finance Committee to create and maintain adherence to a budget. Produce regular, accurate financial statements, and ensure the organization stays within budget parameters.
- Work with PSAE Finance Committee to expand revenue generating and fundraising activities to support existing program operations and expansion.
- Supervise and manage all communications efforts. This includes traditional media, social media, written, and online publications, website, and marketing.

PLANNING & NEW BUSINESS

- Stay on top of current and future trends in arts education to help lead the organization through change and innovation.
- Work with Board of Directors to build new partnerships and establish relationships with funders.
- Work with Public Relations Committee to develop strategies to communicate program results with an emphasis on successes.

PROJECTS INCLUDE

PSAE FUNDED PROJECTS

- Annual Conference
- Rising Stars Piccolo Spoleto
- Awards

GRANT FUNDED PROJECTS

- One Stop Workshop (as part of Arts Grow SC)
- Gallup Student Poll
- Teacher Summer Institutes (may include some or all)
 - Arts Assessment Classroom Assessment
 - Gifted & Talented Artistic (2 course series)
 - Joint Arts Administrators Institute
 - Strategic Arts Planning Institute

To apply, visit palmettoartsed.org/employment