Managing Director – Pipestone Performing Arts Center

Position: Managing Director

Organization: Pipestone Performing Arts Center

Type of Organization: 501(c)(3) non-profit organization

Vision of Organization: To continuously engage a passion for the arts.

Mission of Organization: To provide facilities, education, advancement, and presentation of a wide range of arts and other aspects of cultural life for the benefit of all in the community.

Location: 104 E. Main Street, Pipestone, MN 56164

Phone: 507-825-5481

Type of Position: Part-Time, Permanent

Wages: Salary dependent upon experience & qualifications

Hours: Variable, includes some weekends/evenings due to position responsibilities & programming

Supervising Authority: Pipestone Performing Arts Center Board of Directors

How to Apply/Required Materials: Cover letter, resume, and completed application with signature. Send all materials to Board President Kyle Kuphal at krkuphal@hotmail.com

Deadline to Apply: April 1, 2019

Qualifications:

- Experience in operational and fiscal management, fundraising, programming, and marketing.
- Proven organizational leadership and working with a board of directors and organizational partners in an employment and/or volunteer setting. Our organizational partners include but are not limited to the following: Al Opland Singers, Calumet Players, Calumet Players Children’s Theater, City of Pipestone, County of Pipestone, Pipestone Area Chamber of Commerce & Visitors Bureau, Pipestone County Museum (box office and landlord), and the Southwest Minnesota Arts Council (SMAC).
- Experience in raising funds and maintaining donor relationships.
- Knowledge in current booking practices and artist contract provisions.
- Experience in volunteer management.
- Ability to make recommendations on facility and equipment repairs and replacements.
- Technologically adept or demonstrated ability to learn new technology.
- Strong written communication and public speaking skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Flexible schedule including nights and weekends of programs/events.

Position Objective:

The PPAC seeks a Managing Director with demonstrated strong executive leadership skills, a dynamic leader with a passion for the arts, and its impact on the lives of the community. Along with the Board of Directors, the Managing Director will guide the development of a strategy for the organization’s long-
term growth and maximization of the facility’s use to generate income to further PPAC’s mission. The Managing Director will provide leadership for the board, any staff, and the community. The Managing Director is charged with enabling PPAC to realize its goals for artistic excellence, financial stability, fundraising, audience engagement, education, and community service. Within this collaborative partnership, the Managing Director is responsible for rendering PPAC Board of Directors vision into practicable initiatives that are financially sound and supported, and which galvanize the board, staff and extended community behind it.

The Managing Director is responsible for the overall business, administrative, and operational management of the organization. This includes leadership of fundraising, budgeting, financial management, HR, information systems, institutional marketing, and board relations.

**Position Responsibilities:**

1) **Shared Executive Leadership**
   a. With the Board of Directors, develop, update, maintain, and execute PPAC’s Strategic Plan with personal emphasis on fundraising, finance, organizational structure, and operations—in support of the organization’s Mission and Vision.

2) **Fundraising**
   a. Plan and manage all Development and Fundraising programs including sponsorships, gifts, and bequests.
   b. With the assistance of the Board of Directors, create and carry out fundraising plans and meet financial development goals.
   c. Create and manage fundraising campaigns on at least an annual basis.
   d. Direct and lead institutional fundraising with foundations, businesses, and state/local government agencies.
   e. Oversee communication with donors and patrons as it relates to fundraising or institutional advancement, ensuring best practices are being used in stewarding our patrons.
   f. Oversee the patron database and ensure that best practices are being used in recording and analyzing data.
   g. Coordinates grant-writing and applications for the betterment of PPAC.

3) **Finance Management**
   a. Budgets
      a.i. Manage the creation of PPAC’s annual operating and capital budgets.
      a.ii. Manage financial reporting systems to ensure that all board members and committees have the information they need to manage their individual budgets.
      a.iii. Communicate monthly and annual financial progress against budget to the Board of Directors.
   b. Finance Operations
      b.i. Manage the overall financial operations of the organization in coordination with the Board.
b.ii. Manage all external financial reporting of the organization with the support of the Board.

b.iii. Provide financial reports to the Board of Directors.

b.iv. Provide financial analysis and recommendations to guide the organization’s financial decisions.

b.v. Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve the organization and guard against fraud and waste.

4) **External Relations**

a. Serve as a key representative of PPAC in the community, including cultivation of donors, funding institutions, and government agencies.

b. Represent PPAC in communication with external agencies that have the power to govern or influence financial or administrative demands within our industry.

c. Provide additional support for and attend meetings, fundraisers, events, celebrations, opening nights, etc.

5) **People Management**

a. Manage, coach, and supervise all volunteers and any potential staff.

b. Ensure that PPAC’s employment policies and reporting are consistent with all rules and regulations governing working in the State of Minnesota.

c. Ensure that PPAC’s employment policies are current and complete and support the organization’s staffing needs.

d. Oversee recruiting, training, coaching, and retention of volunteers and any potential staff.

e. Foster a culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support.

6) **Board Relations**

a. Work to support the development and effective operations of the PPAC Board of Directors.

b. Work with the executive officers to identify need for committees and prioritize work of the Board.

c. Upon request, provide written reports to Board.

d. Work to grow the Board through active Board cultivation and recruitment of a variety of skills and experience including but not limited to: arts, fundraising, financial, technical, legal, insurance, education, and maintenance.

7) **Contract Management**

a. Oversee PPAC’s contracting with external agents.

b. Communicates facility’s schedule and needs with maintenance independent contractors in a timely manner.

8) **Technology & Facilities Management**
a. Ensure that the organization has the information, communications, and technology systems that it needs to be effective.

b. Objectively identify and prioritize facility equipment needs and specifications.

c. Ensure proper maintenance of all facility equipment including cost effective procurement

9) **Marketing**

a. Along with the marketing committee, oversees all marketing including the website, ticketing, print, digital, radio, tv, and direct marketing.

b. Produces a quarterly newsletter in coordination with the board.

10) **Administrative**

a. Prepares and distributes written agenda and all attachments to the board one week prior to board meetings.

b. Maintains a facility schedule and calendar that is accessible to board members and partners for scheduling purposes.

c. Oversees the box office and ticket system.

d. Orders supplies for the PPAC.