



Michigan *Legacy* Art Park

POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR, MICHIGAN LEGACY ART PARK

ORGANIZATIONAL OVERVIEW:

The nonprofit Michigan Legacy Art Park (MLAP) is totally unique among public art projects and spaces in our state. Envisioned by nationally regarded artist David Barr and created by a passionate group of artists and community volunteers in 1995, MLAP hosts tens of thousands of visitors and students annually. The 30-acre outdoor experience celebrates our state's history, culture and environment through the fascinating medium of sculpture.

Open every day of the year from dawn to dusk, guests can explore unique artworks and exceptional vistas on their own, or join in fellowship with others for creative workshops, outdoor concerts, guided tours and educational programs. Contemporary art comes to life in the collection of over 50 works, offered in both permanent and visiting exhibits. Many of our visitors who would never think to explore a traditional museum or gallery setting, find themselves inspired by the surprise and delight of artworks discovered unexpectedly as they hike outdoors.

We believe art experiences can be an adventure for everyone, which is why we've created a ¼ mile ADA compliant trail, provide all-terrain golf-cart tours for those with limited mobility, and feature simple and accessible interpretive signage that doesn't intimidate but instead prompts easy discussions about the works themselves.

POSITION OVERVIEW:

Working independently with the general supervision of the Board of Directors, the new executive director of the Art Park will be responsible for operational administration, marketing and communications, volunteer recruitment, fundraising and event and program management.

RESPONSIBILITIES:

Fundraising:

- Manage day-to-day operations for current fundraising campaigns and events and seek sponsorship opportunities to help sustain the work of the MLAP.
- Manage donor base for the organization using Bloomerang. Experience preferred but training can be provided.

- Manage campaigns to enhance, increase and retain supporters, sponsors and donors.
- Manage endowment campaigns and promotions with Grand Traverse Regional Community Foundation.
- Seek and submit applications for grants and in-kind resources to sustain the work of the MLAP.
- Manage administration of local, county and state grant funding reports and compliance with the objective of 10-20 grant applications per year.

Administrative and Financial Leadership:

- Reports on projects to the Board of Directors.
- Implement contracts and agreements on behalf of the organization
- Ensure Board compliance with the MLAP Bylaws and policies.
- Work with the Officers of the Board to provide staff support and guidance on MLAP business.
- Work collaboratively with the Board, bookkeeper, MLAP Treasurer, Finance committee, contract accountants and others to provide sound financial oversight.
- Work with the Board to develop and manage budgets including, but not limited to, tracking of project expenses, and obtaining funding to ensure a sound fiscal position.
- Work with staff and MLAP committees to develop and implement programs.
- Manage office systems including email, data entry and tracking and voicemail inquiries.
- Manage implementation of and support the organization's Strategic Plan.

Relationship Building:

- Represent MLAP in a variety of venues, articulating its mission, vision and values.
- Develop strategic and collaborative relationships and programs with other arts organizations, businesses and community groups that share values and interests with the MLAP.
- Work to increase the visibility of the MLAP with media, policy-makers, community influencers and the general public.
- Engage constituents, volunteers, donors and others and keep them informed of the work of the organization.
- Ensure a strong volunteer recruitment and retention program.

Advocacy and Communications:

- The Director manages organizational communication and marketing, setting specific timelines with measurable goals.
- Regularly evaluate communication components for effectiveness and modify as needed.
- Provide leadership on strategies to increase awareness of the arts.
- Manage vendors, including but not limited to, contractors in graphic design, printing, and materials.
- Serve as a spokesperson with media, business, and policy-making bodies regarding arts and cultural issues..

POSITION REQUIREMENTS:

Education:

Bachelor's degree from an accredited college or university preferred. Equivalent experience considered.

Experiences:

- A demonstrated passion for the arts and a vision for arts programming.
- A minimum of 5 years' experience in a leadership capacity demonstrating strong organizational skills.
- Experiences in managing complex issues and multiple deadlines with limited resources, creative problem solving, and intuition for planning.
- Graphic Design experience is a plus but training in Adobe's Creative Suite will be provided for the right candidate.
- Experience with a non-profit organization is required and an arts organization preferred.
- Staff management experience required.

Knowledge, Skills and Abilities:

- Strong leadership and creative problem solving skills.
- Expertise and proven record of successful fund development, grant proposal development, and writing and reporting.
- Strong interpersonal and small group interaction capabilities; ability to work effectively and collaboratively in team situations.
- Ability to plan, organize and effectively present ideas and concepts to a wide variety of groups.
- A working knowledge of effective nonprofit management principles and organizational best practices.
- Experience in seeking funds, developing, and implementing fundraising events and in organizing advocacy efforts.
- Ability to plan, direct and coordinate programming and administrative functions.
- Ability to build consensus and to foster partnerships between the arts and business communities, local, regional and statewide government.
- Ambition to achieve great results, curiosity about new tools and tactics, commitment to learning or using training to fill in your blanks.

BENEFITS:

- Salary range \$55,000 -- \$65,000, with benefits to commensurate with experience. Full-Time Exempt Employee Status (Average 40 Hours Weekly/No Overtime).
- Highly-flexible employment environment with the ability to work remotely and create and manage your own schedule.
- Some in-office time is required in the MLAP offices located on the grounds of Crystal Mountain Resort and Spa in Thompsonville, Michigan.
- Employer-provided laptop with required software.
- Crystal Mountain provides additional benefits to Art Park employees, including:
 - Free:
 - skiing, snowboarding and golfing
 - use of the Peak Indoor Pool & Fitness Center
 - outdoor water park and climbing wall
 - Alpine Slide rides
 - professional group ski and snowboard lessons
 - mountain bike rental, tennis and ice skating

- Discounted:
 - Meal
 - Retail center discounts
 - fitness and wellness classes
 - at Crystal Spa Room lodging discounts
 - resort activities and family programming
 - professional golf lessons

- 10 Paid Vacation-Days accrued annually for 1-4 years of service. 15 Paid Vacation-Days accrued annually for 5-9 years of service.
- 5 Paid Sick-Days annually.
- 9 Paid-Holidays annually including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day and New Year's Eve.
- Additional Paid Days-Off annually from December 26 to December 30 during office closure.
- Bereavement Leave, Jury and Witness Duty, and Disability Policies.

APPLY:

Send a brief cover letter outlining your interest in the position along with your current resume to manager@michlegacyartpark.org with "Executive Director Search" in the subject line. (We are less interested in a summary of your career and more interested in WHY this opportunity excites you and HOW you think your personality might meet our needs).

APPLICATION DEADLINE:

Applications will be accepted through **Friday, June 18, 2021**. Candidates selected for interviews may be asked to provide references and consent to criminal background check and citizenship verification.
