

Job Description

EXECUTIVE DIRECTOR

Status: Open, Receiving Applications Feb. 1 - March 19

Position announcement: The Four Rivers Cultural Center, a small community cultural and arts nonprofit organization in Ontario, Oregon, seeks an experienced, energetic, creative, and goal-oriented leader to serve as Executive Director.

Job Summary

The Four Rivers Cultural Center invites applications for the position of Executive Director. Four Rivers Cultural Center is a 501(c)3 nonprofit located in eastern Oregon (Ontario, Oregon). Through its multifaceted facility and missional programming, the Cultural Center combines the best qualities of a small community and large experiences. With nearly 80,000 visitors, 60 year-round events, and numerous multicultural communities, the Cultural Center is remarkably human-centered, focused on creating a more vibrant community by providing free and low cost programs to empower all individuals to live their best story for a collective brighter future.

The Four Rivers Cultural Center is committed to developing a diverse workforce and community, and to modeling an inclusive organization which values the expression of difference in ways that promote excellence in learning, personal development, and institutional success. We strongly encourage applications that are in keeping with this commitment.

WHO WE ARE

The Four Rivers Cultural Center opened on May 31, 1997, with 85,000 square feet of space. The Cultural Center houses a 535-seated theater, 13,000 square foot museum, 1.3 acre Japanese garden, rotating art and exhibit gallery, a gift shop, and conference/venue rooms.

Our mission and belief is that *every individual* should have access to the transforming power of art, culture, community, education, and history for a more vibrant community, because of that belief, we provide experiences at the lowest cost or free. Bringing people to learn from one another and challenge the idea that our differences separate us. We do this through four tenets of our programming; Inspire, Preserve, Serve and Inform.

INSPIRE: Through an ethnically diverse presentation of arts, inspire & involve our community in transcending formed opinions, finding hope and meaning, and experiencing rich cultural expression.

PRESERVE: Hold and tell the stories of the heritage(s) that shaped and are shaping our region and nation. Events will invite community members to participate in authentic stories of heritage & history and celebrate the important contributions each group has made.

SERVE: To intentionally use our space, skills, programming, and relationships to tackle inequities in our community. Creating growth, education and empowerment for all peoples. Seeking collaboration for the highest good of who we serve.

INFORM: To provide free quality educational opportunities to the community and schools, filling the gap in special learning experiences in art, history, and diversity. Present a wide array of forums and information creating connections with and for our community so they can engage in new viewpoints.

Whether through our programming or by being an affordable gathering place we continually strive to bring our community together to celebrate and enrich lives. The Cultural Center offers a broad range of programs including music, theatre, dance, humanities, civic discourse, educational and local and world culture events for youth, students, families and adults in the Four Rivers region and surrounding communities.

THE SEARCH

The Four Rivers Cultural Center seeks an executive director for its community-focused nonprofit, the centerpiece for arts, culture, community, education, and history within the Western Treasure Valley region. The executive director will be a visionary leader, relationship builder, and networker who embraces diverse perspectives. The Cultural Center engages with and serves the community and numerous stakeholders. The Executive Director supervises a staff of 6-10 staff and will report to the Board of Directors.

Key opportunities and challenges for Executive Director of the Four Rivers Cultural Center include the following:

- **Visionary Leadership: Developing and communicating a vision for arts, culture, community, education and history, that is inclusive, expansive, creative, and sustainable.** The Cultural Center must function in the post-pandemic world in ways that promote and celebrate art, culture, community, education, and history in everyday life, create opportunities for experimentation and growth while simultaneously ensuring programming that is accessible and enriching. The Executive Director will further the aims and ambitions of the Cultural Center's mission and do so in a manner that cultivates partnership and enthusiasm amongst the community, supporters, and staff. The Executive Director will be an advocate for the arts, culture, and history in their branding, fundraising, community relations, and other cultivation efforts.
- **Access and Inclusion: Position the Cultural Center as a critical organization for diverse perspectives and experiences through art, community, culture, education and history**

for all individuals. Key challenges include: 1) establishing the Cultural Center as a major point of connection and inclusivity for youth, student, adults, senior citizens, families, visiting talent, supporter, staff, and local communities; 2) increasing the Center's accessibility, both conceptually and physically, to surrounding communities and local region; 3) shaping the operations and programming of the Cultural Center to engage the community and greater Four Rivers area.

- **Administration and Operations: Steward the resources (financial, personnel, and spaces) with an eye toward collaboration and sustainability, and encourage the professional development of staff.** The Executive Director will develop strategic and operational plans that create and maintain a thriving Center, value and support current strengths, and foresee future challenges and opportunities. The Executive Director will be a steward of the Center's resources.
- **Financial Performance and Viability: Develop efficient resources to ensure the financial health of the organization.** The Executive Director will lead and be responsible for overseeing the annual budget as well as the fiscal integrity of the organization. A specific challenge will be leading strategic goals and objectives to increase multiple streams of revenue. Additionally, the Executive Director will identify and apply to grantors and foundations to support missional programming.

Specific Responsibilities, organized according to key opportunities listed above:

Visionary Leadership

- Be an advocate for the arts, culture, and history in general and for the Center in particular in several community-wide activities related to strategic planning, visitors, advancement, communications, and sustainability. This advocacy extends beyond the facility to engage with the vibrant and diverse community in the Four Rivers region.
- Produce a diverse program that is collaborative, thought-provoking, and sustainable, and is distinctive in its willingness to meet community needs.
- Create and maintain a coherent identity for the Center which is consistent with its mission.
- Facilitate the cooperation and collaboration among staff and stakeholders needed for the Center to remain and expand as a vibrant, cultural force in the community.
- Enhance the Center's image by being active and visible in the community and by working closely with other professional, civic and private organizations in partnership to devise compelling programs jointly.
- Act using Partnership principles of integrity, respect, humility and inclusion internally and externally to advance community goals and outcomes.
- Consistently and professionally represent the Center, as the principal spokesperson, to members of the media, governmental agencies, local civic groups, other non-profit and social service agencies, and the larger Western Treasure Valley business community.
- Communicate regularly with the Board of Directors regarding goals and vision of the Center. Communicate effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Lead the Four Rivers Cultural Center in a manner that supports, reflects, and guides the organization's mission as defined by the Board of Directors.
- Present issues and recommendations for the Board of Directors' review, discussion, input and action and work to implement the plans and policies authorized by the board.
- Other duties as assigned by the Board of Directors.

Access & Inclusion

- Utilize the Center as a platform for dialogue and exchange among diverse people and communities. Initiate dialogues where faculty, staff, and student voices inspire innovation and long-term impact.
- Remove barriers to participation and create welcoming and inclusive spaces and programming.
- Oversee communication plans that express the value and role of access, inclusivity, and diversity throughout the Center's programming.
- Utilize the Center's current local initiatives and community connections to forge strong, cooperative community relationships by fostering partnerships with arts, community, cultural, educational and historical organizations and individuals.

Operations & Administration

- Direct and manage overall operations, including community relations, fundraising, marketing, programming, operations, production, and finance.
- Responsible for hiring, management and retention of a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers. Staffing of 6-10.
- Oversee annual budget and ensure stewardship of funds are in alignment with the goals of the Center.
- Responsible for effective administration of operations.
- Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization.
- Oversee the negotiating, creating, and executing contracts for artists, staff, independent contractors and vendors.
- Collaboratively establish and assess strategic goals while assessing risks, organizing activities, and operational priorities. This includes ensuring the Center's strategic planning and operations align with industry best practices.

Financial Performance and Viability

- Lead and manage fundraising, marketing, and event planning staff to drive achievable results.
- Develop strategies and objectives to increase other revenue streams for the Cultural Center.

- Support year-round efforts to submit requests to grantors and foundations for the Center's programming and oversee grant guidelines and deadline reports.
- Responsible for the fiscal integrity of the Center including submission of proposed annual budget and monthly financial statements.
- Responsible for fiscal management in association with Finance Director to anticipate operating within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position.

Minimal Qualifications

- Strong leadership skills and ability to inspire and influence staff, supporters, board members, and community.
- Proven ability to independently manage multiple priorities in a fast paced and deadline driven environment, with high quality and quantitative output.
- Knowledge of basic accounting, budgeting and strategic plan development.
- Working knowledge of physical and staffing operations.
- An understanding of and commitment to the Four Rivers Cultural Center mission.
- Demonstrated ability to advocate for the art, culture, and history in and out of the facility.
- Ability to work with diverse stakeholders and have challenging conversations, especially relating to issues of thriving, inclusion, diversity, and engagement.
- Excellent negotiation skills.
- Exceptional public-speaking skills.
- Maintain customer service in times of multiple demands.
- Skills to develop and maintain strong relationships with key external stakeholders, influencers, partners, donors, volunteers.
- Ability to develop and sustain a clarity of vision and strategic focus; ability to balance competing demands well; effectively plan, establish, articulate, and maintain effective organizational and operational priorities.
- Strong oral and written communication skills; strong interpersonal communication skills; presentation skills; organizational skills.
- Sense of humor and eagerness for personal and professional growth.
- Knowledge of trends in arts/culture/history and arts/culture/historical management.
- Comprehensive knowledge and experience in nonprofit fundraising and marketing.
- Comprehensive knowledge of Microsoft Office and other software.
- Familiarity and/or experience with grant writing, grant process, plus, grant managing and reporting.

Education & Experience

- A bachelor's or advanced degree relevant to the position, and 5 years experience including at least three years managerial experience.
- Minimum of five years applicable work experience performing skills related to the nature of the position and three of those years serving as management and supervisory capacity.

- Experience in fiscal management of a nonprofit organization.
- Proven record of collaborative working relationships with faculty, students, staff, administration, community members, the media, and the arts, culture, or historical community.
- Demonstrated personal and professional commitment to and experience in advancing diversity, equity, and inclusion.

Interested applicants should submit the following:

- resume/CV
- letter of intent addressing the opportunities and challenges above
- materials, resources, or links related to development of art, community, cultural, educational, or historical projects
- list of references

Review of applications will begin after March 19

WORK HOURS:

- Full-time, exempt position
- Monday – Friday (some Saturdays & evenings for programs) 9:00 a.m. - 5:00 p.m.; 40 hrs/week

SALARY:

From \$50,000 to \$56,000 annual. There is room for improvement.

HOW TO SUBMIT

Submit applications to Matt@4rcc.com and Development@4rcc.com. Questions? Send an email or call (917) 705.4264.