



EXECUTIVE DIRECTOR Position Description

Leadership Skills

- Dedicated to professionalism, critical thinking, and problem solving
- Adaptive and flexible in the face of change and challenges
- Resourceful in the development of creative ideas
- Visionary and forward thinking
- Insightful and experienced in management and planning
- Embracing of new opportunities and solutions
- Able to cultivate and maintain relationships
- Committed to the creation of an equitable workplace environment
- Committed to Region 2 Arts Council values of responsiveness, inclusivity, equity, curiosity, celebration, and connection in service, partnering, granting, and governing
- Able to set aside implicit biases, maintain impartiality, confidentiality, and discretion
- Actively engaged in the implementation and standardization of equitable practices and policies in the development and delivery of programs and services
- Aware of cultural, political, social and economic issues of north central Minnesota
- Fiscally responsible

Staff Management

- Recruit and hire R2AC consultants and staff
- Prepare and negotiate contracts
- Oversee the development, coordination, and articulation of staff positions and duties
- Devise staff meetings to respond to issues and tasks in a strategic, effective, and timely manner
- Maintain a supportive team-based work environment
- Address issues as they arise
- Listen openly to staff ideas, concerns, criticisms and questions
- Welcome feedback
- Provide big-picture context as related to statewide practices and procedures
- Support staff in achieving success and job satisfaction
- Take on or delegate staff duties in the event of staff absence
- Ensure staff compliance with R2AC policies
- Ensure staff policies support staff practices, needs, and concerns
- Conduct staff performance appraisals
- Seek professional development opportunities for all
- Support ADA compliance for R2AC staff and in R2AC services
- Support and promote diversity, equity, inclusion, and cultural competency initiatives and practices
- Communicate relevant staff issues with board chair and executive committee

Board Management

- Work closely with Executive Committee and Board to carry out Region 2 Arts Council Mission
- Serve as a member of the financial committee
- Serve as an advisor to most ad hoc and biennial planning committees
- Inform Board of state and local developments pertaining to or affecting R2AC
- Design and prepare Board agendas and materials for Board meetings
- Provide programmatic, operations, and funding insights during Board meetings
- Design and implement effective biennial planning meeting activities
- Ensure Board compliance with all R2AC policies
- Engage in ongoing recruitment efforts for current and future Board openings
- Plan Board retreats and Board orientations
- Provide orientation to incoming Board members
- Update R2AC Board training materials annually

Anishinaabe Arts Initiative (AAI) Council Management and Development

- Provide guidance to AAI Council for compliance and consistency with program and grant reviews; prepare AAI budget, attend grant reviews
- Engage in ongoing recruitment efforts for AAI Council members
- Provide orientation to incoming AAI Council members
- Establish and maintain relationships with tribal members and descendants in the nine AAI counties
- Provide insight and opportunities for strengthening the development of AAI programming, via grants and services communication and support for grantees, relationships building with native-led organizations, and development and promotion of annual AAI art exhibition

Financial Management

- Ensure spending is aligned with budgetary capacity and funder requirements
- Approve all payments
- Support Finance Manager/Bookkeeper in oversight and reporting of monthly financial reports
- Participate in a system of fiscal checks and balances with Bookkeeper, Board treasurer, R2AC Board, and Auditor
- Support Bookkeeper as needed to ensure timely submission of monthly and quarterly payroll taxes, Charitable Organization Report and 990 Tax form.
- Track year-end spending and account balances to accurately project carry forward amounts/budgetary surplus for financial reporting
- Renew Minnesota nonprofit corporation status annually
- Retain auditor for annual audit of R2AC
- Support R2AC Bookkeeper and Staff preparation for annual audit and Minnesota State Arts Board Financial Reconciliation
- Support development of biennial budgets
- Revise budget annually

Programs Support

- Support and oversee Outreach Coordinator initiatives so that
 - Outreach and professional development opportunities align with biennial plan goals
 - Presenters, contracts, venues, and evaluations are secured and prepared
- Oversee the management of the professional development workshop budget
- Support newsletter, promotions, and PSA generation and dissemination as needed

Grants Management Support

- Support grants management activity, including grantee compliance with contracts, timely grantee submission of final reports, grantee management of funds, grants manager data reporting to Minnesota State Arts Board
- Support annual revision initiatives of grant application forms and corresponding contracts, final reports, and outcomes evaluation forms as needed
- Consult with individual artists, schools, community organizers, groups, and non-profits
- Assist applicants with the grant application process as needed
- Read and approve final reports and outcomes evaluation forms
- Respond to grantee mismanagement of funds including compliance with the R2AC final report policy and the statewide misuse of funds policy
- Support Grants Manager with review panels
- Discuss Board decisions and comments with applicants

Proposals and Reporting

- Prepare and submit proposals, interim, and final reports to the McKnight Foundation as required
- Prepare and submit proposals and reports to Minnesota State Arts Board as directed by the annual MSAB Fiscal Agent Agreement
- Prepare, submit, and present R2AC biennial plans to State Arts Board biennial planning committee, garnering and responding to feedback from the committee, the general public, R2AC board, and R2AC staff

Community Presence

- Represent R2AC at arts events in the five counties of Region 2 Arts Council
- Serve as liaison between R2AC and groups whose programs or services affect or include R2AC programming
- Serve on community arts committees as invited

Arts Advocacy

- Ensure broad understanding and awareness of 25 Year Legacy Amendment
- Advocate on behalf of the arts on the local and state level
- Assist as requested with advocacy efforts for the Minnesota arts community
- Conduct surveys for statewide projects as needed
- Support Minnesota Citizens for the Arts (MCA) initiatives
- Serve on MCA Board of Directors as needed/ desired

Forum of Regional Arts Councils of Minnesota Participation

- Serve on the Board of the Forum of Regional Arts Councils; including committee work
- Communicate, network, and share best practices in monthly FRACM meetings
- Collaborate as one of the state's 11 RACs on concerns relevant to building and maintaining an equitable arts system
- Promote awareness in our Region of issues impacting the arts and artists statewide
- Plan and implement statewide programming with the other RACs
- Work actively with our partners in the arts: MSAB, the McKnight Foundation, and MCA