

# EXECUTIVE DIRECTOR

## Employment Opportunity

The Bismarck Arts and Galleries Association (BAGA) seeks Executive Director.

## Major Areas of Responsibility

The executive director (ED) is responsible for overall management of the nonprofit organization, the day-to-day management, the planning and implementation of its programs, and the supervision of its staff and volunteers. The ED ensures that BAGA's membership base is strong and involved in the work of the organization. The oversight of BAGA's website, and publications are also the responsibility of the ED. The ED maintains overall responsibility for the management of the facility, financial management, grant writing, public and membership information, volunteer services, and all exhibitions and the hanging of exhibits. This is very much a "hands-on" position.

The ED represents BAGA to donors and to the public. The ED helps establish and fulfill organizational goals, with special responsibilities in the areas of fundraising and development. These various tasks call for leadership, vision, and judgment.

## Principle Duties:

- Plans, organizes, and directs exhibits and programs to promote the visual arts
- Works with a CPA to prepare the annual budget, while also maintaining day to day financials of organization
- Researches grants and prepares grant applications
- Works to maintain and increase memberships
- Maintains public image through marketing, press releases and media interviews
- Organizes and executes fundraising events
- Coordinates with the Board of Directors

## The Ideal Candidate:

- Minimum of three years' experience in fundraising and securing grants
- Significant prior administrative experience in a non-profit environment
- A commitment to the arts
- Strong interpersonal skills and comfort in social situations
- Excellent oral and written communication skills
- Ease and familiarity with the use of computers and digital media, including Outlook, Word, Excel, Constant Contact, Facebook, Instagram, and updating a website.
- Basic budgeting and financial management skills
- Experience in planning, managing, and scheduling multiple projects
- Ability to take and give direction (e.g., supervise staff, work with volunteers)
- A strong educational background and relevant job experience

About the Bismarck Art and Galleries Association: On January 1, 1983, the Bismarck Art Association and Elan Gallery consolidated to form the Bismarck Art & Galleries Association, also known as BAGA. BAGA is a 501 3 (c) nonprofit art gallery. The building that BAGA is currently housed in was purchased in 1991.

This is a salaried, full-time position. The ED should be able to work some nights and weekends and travel in state, occasionally. Salary and benefits package is commensurate with experience.

The Application: Please send a cover letter and résumé to: Board of Directors, Bismarck Art & Galleries Association, 422 East Front Avenue, Bismarck, ND 58504 or email to: [lynae@bismarck-art.org](mailto:lynae@bismarck-art.org).

Applications will be accepted through May 1, 2024. BAGA is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.