



Executive Director

Pratt Fine Arts Center

About Pratt Fine Arts Center

Pratt Fine Arts Center, a dynamic organization dedicated to fostering artistic development locally, nationally and internationally is seeking applications for a dynamic and visionary **Executive Director**. A successful candidate will be an experienced, creative leader with outstanding strategic thinking and communication skills displaying intellectual curiosity and breadth, imagination, political savvy, an enterprising spirit and demonstrated fund raising experience.

Position Overview

The Executive Director reports to the Board of Trustees, and is responsible for all aspects of fulfilling the Vision and Mission of the organization, implementing Board policies, advising the Board of the planning, programming and funding of the organization, as well as maintenance and security of the organization and its plant and equipment. The Executive Director will be the chief strategist, fundraiser and spokesperson for the organization, responsible for fundraising, staff activities, budgeting, financial management and planning, programs and day to day operations.

Primary responsibilities will be focused on Strategic and Business planning, financial stability, representing Pratt to its various constituencies, and managing its diverse staff.

Status: Exempt, Full Time, Salaried
Reports to: Board of Trustees
Direct Reports: Director of Programs and Operations
Director of Development and Communications
Director of Accounting
Database Administrator

Responsibilities:

Executive Director will

- Oversee and supervise all operations and communications of the organization.
- Develop an annual Business Plan with staff, gain Board approval and implement to meet annual goals.
- Lead the Pratt community and staff, ensuring that expectations and agreed goals are met.
- Pursue partnerships with other organizations to achieve strategic and business goals.
- Develop position descriptions for all staff and ensure completion of performance evaluations, at least annually for each employee.
- Represent the organization to all audiences.

As a Non-voting member of the Board, the Executive Director will

- Provide the Board with timely, complete information of the organization and its operations.
- Prudently manage organization resources, ensuring that at all times funds are available to timely meet obligations.
- Support all Board appointed committees.
- Assist with Board and committee member recruitment, development, orientation, evaluation and assessment.
- Lead an annual strategic planning process.

As Fund Raiser and Marketer the Executive Director will be responsible for

- All fundraising planning and execution.
- Developing and growing strong loyal relationships with supporters and donors.
- Expand the fundraising capacity of the organization, developing an organization-wide fund raising culture.
- Ensure continual improvement of the core granting and fundraising development ensuring the financial sustainability of the organization.

As Manager of Finance, the Executive Director will

- Manage finances following established policies and procedures, updating both as needed.
- Develop long-term financial plans and measure progress toward agreed goals.
- Deliver timely and accurate financial statements to the Finance Committee and Board complete with Cash Flow analysis and projections.
- Develop and manage plans for capital assets, including capital asset expansion for long term needs of the organization.
- Ensure that the Board engages an accounting firm, completing an annual audit on a timely basis.

Qualifications:

- Bachelors degree, Masters/Advanced degree preferred.
- Prior not-for-profit management experience; minimum of 5 years relevant management experience.
- Financial acumen and experience to ensure financial stability and strategic growth. Includes experience leading a budget process to timely completion and providing ongoing monitoring of financial performance and measurement against approved budgets.
- Proven fundraising experience, including grants and fundraising from large donors.
- Proven leadership experience of a capital campaign.
- Demonstrated strong presentation and communications skills including the ability to inspire enthusiasm and support for the organization.

Compensation:

- Competitive annual compensation, dependent upon experience and background.
- Eligible for medical insurance consistent with Organizational policy.
- Eligible to contribute to retirement plan.
- Pratt is an Equal Opportunity Employer.

To Apply:

Please submit a letter of application along with a resume and three references (*references will not be contacted without prior permission*)

Mail To:

Vice President, Board of Trustees
Re: Executive Director Position
1902 South Main St.
Seattle, WA 98144

Or E-mail To: edsearch@pratt.org

The position remains open until filled. However, preference will be given to applications received before March 1, 2012. No phone calls, please.