

**Sampson Arts Council**  
**709 College Street**  
**Clinton, NC 28328**  
**910.596.2533**

**Position:** Executive Director  
**Salary Range:** Qualification and Performance Based  
**Type of Position:** Full-Time  
**Location:** 709 College Street, Clinton, NC 28328  
**Posting Date:** 5-24-10  
**Closing Date:** Position vacant until filled  
**Number of Positions:** 1

The Sampson Arts Council in Clinton NC, seeks a full-time executive director to develop and coordinate performing and visual arts activities in Sampson County. Duties include: planning for events and programs; writing grant applications, newsletters, and press releases; developing membership and donor bases; bookkeeping; initiating arts education and community programs/partnerships; and managing day-to-day office operations and Small House rental facility and Gallery.

Applicants should have the ability to develop and implement programs, manage finances, write effectively, and multi-task. They should be able to work evenings and weekends. Knowledge of Microsoft Office Suite and QuickBooks are a plus. BS degree or equivalent arts management experience preferred. Must live in Sampson County or be willing to relocate.

**Responsibilities of the Sampson Arts Council Executive Director**

**Programming**

Work with Programming Chairperson to:  
Supervise production of all budgeted and approved programs;  
Organize volunteers for special events and overseeing logistical and technical requirements  
Negotiate and execute all contracts relating to productions,  
Oversee the Grassroots panel in sub-granting the NC Grassroots Grant.  
Ensure proper reporting and compliance in all grassroots programs.

**Marketing and Public Relations**

Work with the Marketing Chairperson to:  
Prepare a marketing plan that assesses current and target markets  
For programming, member retention, and member recruitment;  
Prepare public relations documents including press releases;  
Ensure production and distribution of all promotional materials, including the  
Newsletter, Big News at the Small House and program announcements;  
Create strategies to educate the public about the organization;  
Serving as first contact for school-related programs including the annual scholarship;  
Stay abreast of programs offered by affiliate arts organizations;  
Serve on community and civic boards as a representative of The Arts Council.

**Financial Management**

The ED will work with the Treasurer and the Accounting Firm to:  
Manage the organization in a fiscally responsible manner within the Board-approved budget;  
Assess and bring to the attention of the Board areas in which financial systems be improved, with  
recommendations for action  
Prepare, with appropriate Board input, an annual operating budget and present for final Board approval in a timely  
manner;  
Supervise preparation of accurate and timely financial statements in accordance with Board needs as specified by  
the Treasurer, including monthly statements showing income and expenses and quarterly balance sheets;  
Provide all necessary documents to accountant for filing quarterly and annual income tax reports to IRS and  
Virginia Department of Treasury;  
Provide for cash flow management  
Assure prompt payment of taxes and invoices, preparation of reports to all required governmental agencies and  
deposit of income

**Development**

Work closely with fundraising and membership chairpersons

Prepare public and private grants, including research, submittals, acknowledgements, tracking, and reporting;  
Assure timely and accurate database management of donors and prospects, as well as a gift acknowledgment system;

Speak to civic groups on behalf of the Arts Council

**Facilities Management**

Work with the Facilities Chairperson to:

Make sure the Small House is clean and in good repair

Make sure the House is ready for any rental of programming activity

**Board Liaison**

Act as a liaison with all committees;

Report monthly to the full Board;

Assess organizational needs and issues and bring them to the attention of the Board and make recommendations for addressing them

**Requirements:**

Applicants should have the ability to develop and implement programs, manage finances, write effectively, and multi-task. They should be able to work evenings and weekends.

Successful candidate should possess the ability to work independently and pay sharp attention to detail and must possess excellent organizational and communication skills.

Strong computer skills are required. Successful candidate must be proficient in Word, Excel, Outlook. Knowledge of Microsoft Office Suite and Quickbooks are a plus.

**How to Apply:**

Interested applicants should mail resume to: Executive Director Position, 709 College Street, Clinton, NC 28328 or by email to [bjackson@sampsonrnc.org](mailto:bjackson@sampsonrnc.org). Please include references.