



Virginia African American Cultural Center

FULL DESCRIPTION – FOR POSTING ON WEBSITE

Job Title: Executive Director (ED)

Reports to: Board of Directors

Salaried Exempt Position 1.0 FTE (40hrs/week)

Starting Compensation: \$70,000 to \$100,000, commensurate with experience

Office Location: Virginia Beach, VA

ORGANIZATION

Since its founding in 2015, the Virginia African American Cultural Center has partnered with educational and cultural institutions to produce compelling interactive programs, artwork and performances that enliven the rich story of African Americans, past and present. Using a collaborative model, VAACC has reached thousands through its interactive programs.

POSITION SUMMARY

The Executive Director is the key management leader of the organization and responsible for overseeing the administration, fundraising, programs and strategic plan of the organization, as well as preparing the organization to undertake a major capital campaign to build the Center.

The ED must be capable of building consensus while honoring, including, and respecting opposing viewpoints and have a strong understanding of African American history and culture. Other key duties include marketing and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) **Board Governance:** Works with board in order to fulfill the organization's mission.
 - Responsible for leading VAACC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating 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.

- 2) **Programming Development and Implementation:** Responsible for implementation of VAACC's programs that carry out the organization's mission.
 - Develop compelling programs which have a broad appeal to the public.



Virginia African American Cultural Center

- Ensure that each season of programming is robust and varied.
- Initiate collaborations and partnerships with other area arts organizations.

3) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support VAACC's mission.
- Responsible for the fiscal integrity of VAACC, to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Implement, follow, and enforce internal controls.
- Communicate regularly to staff, board, partners, and public on the organization's financial position.
- Ensure all legal and financial obligations are met (e.g., annual 990 form filing)

3) Outreach and Relationship Building: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning to ensure that VAACC can successfully fulfill its mission into the future.
- Responsible for the enhancement of VAACC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Coordinate regular publications/social media

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of VAACC operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.



Virginia African American Cultural Center

Daily Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as VAACC's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance VAACC's Mission.
7. Engage in fundraising and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Coordinate and oversee Board and committee meetings.
10. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

Professional Qualifications Needed

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Creative problem-solving skills
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.



Virginia African American Cultural Center

- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community as well as prior grant writing experience.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy and flexibility.

To apply, please send resume and cover letter to search@vafundraising.com.