

EXECUTIVE DIRECTOR

The Executive Director of Charlevoix Circle of Arts (CCA) will be responsible for the following roles and responsibilities. Evaluation of the Executive Director's performance in relation to the identified roles and responsibilities considered relative to the following four capacities: Leadership, Adaptive, Management, and Technical.

Role: Provide continuing pro-active leadership to the CCA Board and staff to ensure that CCA's vision, mission and funding priorities respond to current community needs.

Related Responsibilities:

1. Maintain a strategy that will assist the Board and staff to implement CCA's values, principles, vision and mission.
2. Develop and implement a process to collect input and information on client and community needs that will help CCA determine its goals and priorities.
3. Seek, investigate and initiate pro-active initiatives that address the implementation of CCA's strategic goals and service priorities.
4. Convene, facilitate and initiate new community collaborative efforts that address CCA's role as a provider of services that enrich our community.
5. Provide leadership for key community initiatives that focus on long-term community impact and promote sustainability in the programs and services we provide.
6. Serve as the primary spokesperson for CCA to the community.
7. Be a resource to the Board and staff in identifying local, regional and national trends that could affect CCA.
8. Work closely with the Board of Directors and Board President in a professional manner and maintain a level of trust.

Role: Serve as the chief administrator for CCA.

Related Responsibilities:

1. Develop and implement procedures that ensure compliance with CCA's policies and principles.
2. Assume responsibility for all financial and operational functions of CCA and ensure adequate controls are in place to safeguard CCA's assets.
3. Assure financial integrity of the CCA in conjunction with the Board of Directors.
4. Responsible for preparing agendas and related material for Board Committees and Board Meetings.
5. Engage, supervise, lead and evaluate staff and volunteers in a professional manner.
6. Participate in the development and then implement pro-active strategies consistent with CCA's strategic plan.

7. Develop, refine and implement the CCA business plan.
 8. Focus the program's mission, strategic business plans, and operating procedures with a primary goal of long-term sustainability of CCA.
 9. Develop a reporting mechanism detailed to the strategic plan that clearly shows progress toward performance (i.e. the Dashboard model) and provides the board with the information needed to make good decisions for the organization.
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Role: Serve as an ambassador of the Charlevoix Circle of Arts

Related Responsibilities:

1. Educate and advocate regarding the purpose and role of CCA and the impact of its work.
2. Collaborate, and facilitate collaboration between others, to benefit the community.
3. Represent CCA and its members as appropriate in initiatives.
4. Serve as a conduit to attract new and increased resources to CCA's service area.

Role: Create, develop and manage programs and services to meet CCA's mission.

1. Maintain current information regarding the needs of members and the community within the Charlevoix area.
2. Collaborate with other similar entities to facilitate a network of services
3. Develop and implement an ongoing evaluation program to measure outcomes and impact to include new, innovative, mission-driven programs establishing CCA as a leader in its field.
4. Operate with the highest possible levels of mutual trust, confidentiality and confidence.
5. Communicate directly, openly and regularly with all members, constituents and the community.

Role: Create, develop and implement a Communications & Resource Development Plan that ensures CCA's services are shared with the breadth of people that need them. Expand awareness of CCA to grow private and public funding of CCA's programs and services.

1. Create a system of communication that increases awareness of CCA programs and services to potential members and supporters.
2. Create and implement an annual resource development plan, the annual campaign, to diversify contributions, especially to increase ongoing donations from individuals.
3. Identify potential corporate donors and initiate a regular communication strategy.
4. Identify and pursue new sources of public funding and grant writing.