



Executive Director- Full time position- Open until Filled

AVA Community Art Center in Gillette, WY is seeking a passionate professional to serve as the next Executive Director. The ideal candidate is strategic and outgoing with strong leadership skills and a passion for connecting within the community. This role is a full-time position with a varied work schedule which includes some nights and weekends. The Executive Director reports directly to the AVA Board of Directors. AVA is a 501(c)(3) organization.

The successful candidate will possess the following attributes:

Fundraising:

- Grant research and writing with an ability to track outcomes
- Proven ability to seek out and build donor relationships including private, commercial and other strategic funding opportunities.
- Event planning experience

Community Engagement:

- Passion for the Arts
- Serve as the public face of the organization at a wide variety of events both within and outside the AVA facility
- Ability to cultivate local, regional and statewide partnerships
- Strong interpersonal skills, a high level of professionalism and the ability to connect with a broad level of clientele
- Marketing and social media engagement

Business Management:

- Strategically plan and implement long term goals for the organization alongside the AVA Board of Directors
- Strong business and/or non-profit management background
- Experience in staff/ volunteer management, ability to create a fun, safe and engaging work culture
- Experience creating and adhering to a fiscally responsible annual budget
- Bookkeeping and a general financial skill set
- Strong organizational skills

Program Development:

- Ability to create a broad span of community engagement programming for all ages/ demographics
- Ability to recruit and retain artists, workshops and exhibits
- Ability to perform cost analysis of programs and work within annual budget
- Track feedback and outcomes and adjust programming to reflect the changing needs of the community

Salary: \$50,000-\$60,000 annually DOE

Applications will be reviewed as they are received and the position will close when it is filled. Qualified applicants are encouraged to apply in a timely manner for full consideration.