**President Position Description**

**Summary Description**

The President is responsible for the day to day leadership, management and success of the Cultural Alliance of York County (CAYC). The President will work in partnership with the Board ensuring the mission is fulfilled. Specific accountabilities include responsibility for all aspects of management, including planning, organizational leadership, staff supervision and development, fund development, fiscal management, communications and engagement with business, government and the community.

**Essential Duties and Responsibilities (Estimated % of time spent on each functional area)**

* Fund Development (40%)
  + Oversee the organization’s development efforts including both annual and endowment campaigns. Play a highly visible leadership role to cultivate support from individuals, corporations, foundations, government, etc.
  + Support the Campaign Director and the Director of Communications and Engagement in raising sponsorships and other fundraising activity. Work closely with the Campaign Director to develop new sources of revenue.
  + Maintain strong relationships with donors, funders, sponsors, and volunteers to ensure essential community ties and widespread support.
  + Maintain a major donor portfolio and work with the Board and staff to sustain and expand a diversified funding base. Make one-on-one fund raising solicitations with major donors.
* Organizational Leadership/Management (10%)
  + Lead and effectively manage and develop the staff to accomplish CAYC goals.
  + Ensure an organizational structure with clear roles and accountabilities for staff and volunteers, and foster a culture that encourages growth, good performance, and rewards productivity.
  + Develop an effective team of staff and volunteers with competent individuals accountable for their respective area of responsibility.
  + Continually seek to improve and develop processes and systems to enhance operational excellence.
  + Ensure compliance on all legal and official matters, including non-profit status, regulatory compliance, safety, and contract negotiations.
* Financial (15%)
  + Working with the Treasurer and the Finance committee, oversee and monitor spending and all financial aspects of CAYC, assuring compliance with all laws, regulations and accounting standards. Oversee all accounting and fiduciary functions including asset management, banking, payroll, purchasing, taxes, cash management and financial reporting.
  + Provide prompt, thorough and accurate information to keep the Board appropriately informed of the organization’s financial position.
* Board Support and Leadership (10%)
  + Serve as chief liaison to the Board of Directors, including facilitating agenda setting, Board member orientation and proactive communication and record keeping.
  + Advise the Board in the development of policies and procedures.
  + Assist in the selection and recruitment of Board members and Board leaders who will advance the mission of CAYC.
  + Partner with the Board in setting the direction of CAYC and in the implementation of a Strategic Plan including attainment of all strategies, goals and outcomes.
  + Lead the organization to fully implement and optimize the strategic plan and regularly communicate to the Board progress against established objectives.
  + Lead the creation of annual operating plans and budgets.
* Community Engagement, Public Relations, and Advocacy (25%)
  + Play a leading role in seeking and promoting opportunities for collaboration with other local and/or regional educational, historical, and cultural organizations.
  + Work with the Director of Communications and Engagement to connect arts and culture to key community priorities establishing support of arts and culture as an essential part of a vibrant, thriving York County.
  + Serve as the chief advocate for the support of arts and culture at the county, state and national level.
  + Work with the Director of Communications and Engagement to establish timely communications with the media, government entities, and the community on official matters and to release organizational statements to the public and media.
  + Working with the Campaign Director, ensure a focus on local and regional donor development, cultivation and outreach programs.
  + Work with the Campaign Director to recruit volunteers to become engaged in and work for the benefit of the annual campaign.
  + Oversee development of the CAYC “brand” serving as the public face of the organization.
  + Represent CAYC through active community involvement, industry associations and relationship management.

**Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

* Senior leadership experience, a track record of success and proven results in leading and managing a community focused not-for-profit community organization.
* Ability to collaborate with the community partners, stakeholders and governmental entities.
* Demonstrated ability to build and support an effective, team-oriented staff.
* Exhibit a strong character with emotional intelligence, genuine interest in others and a broad perspective.
* Ability to deal calmly, rationally and tactfully in a creative, quick-paced and sometime stressful environment.

**Education and Experience**

* Bachelor’s degree plus at least 10 years in progressively responsible and relevant experience required.
* Essential experience in fundraising, grant making, non-profit accounting, cultivating community partnerships, and guiding and inspiring Board members and staff.
* Business acumen; sense of humor; effective interpersonal and organizational communications; project management skills.