

SOUTHEASTERN CONNECTICUT CULTURAL COALITION

Position Opening: Assistant Director

Posting Date: November 1, 2015

Inquiries/Submissions: W.Bury@CultureSECT.org

Location: New London County, Connecticut

Application Deadline: December 11, 2015

Background

The Southeastern Connecticut Cultural Coalition is a rapidly growing, independent nonprofit organization that serves as one of the nine 'Designated Regional Service Organizations' (DRSO) for the CT Department of Economic and Community Development's Office of the Arts. Our mission is to foster region-wide economic growth in New London County by optimizing existing and new arts, cultural, and heritage activities to ensure that these assets are central to regional vitality.

Reflecting the connection between strong regional economies and a strong cultural sector, the state is organized into nine regional organizations that provide leadership to advance the creative economy statewide. The Southeastern Connecticut Cultural Coalition was created in 2013 to represent, connect, and advocate for the New London and Norwich region's cultural and creative sectors. The Coalition now stands at nearly 400 partners, including museums, historical societies, creative businesses, and economic development agencies. The Coalition is a 501(c)(3) organization, headquartered in New London, staffed with a full-time Executive Director, and governed by a board of directors comprising cultural, community, and business leadership.

Position Summary

The organization is searching for an entrepreneurial, business-focused Assistant Director who has experience with arts/cultural/heritage organizations and nonprofit management and understands the sector's role as an economic driver. This Assistant Director will provide a strong community presence, promote partnerships with other organizations, and advance the Coalition's mission.

This is a full-time salaried position reporting directly to the Executive Director. The position requires teamwork with the Board committees, working groups, and volunteers.

This position is remote to start and will transition to an office location in the region in the coming months. Internet access is required. As the sole support to the Executive Director in a growing organization, it is expected that this Assistant Director will be able to easily manage all aspects of general operations, including program management and administrative and secretarial support. This is a position that will grow in responsibility and, as such, strives to ensure concomitant growth of resources.

The position includes the following:

1. **Planning & Implementation.** The Assistant Director works with the Executive Director to create and implement development and marketing plans. The plans include a calendar of fundraising and marketing activities.
2. **External Relations and Marketing-** The Assistant Director maintains a consistent and unified image for the Coalition in all of its print and electronic media: personal letters, press releases, brochures, website and online social media, etc. In

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order to ensure wide and timely distribution of information, the job entails scheduling, writing, editing, and producing mailings, email blasts, press releases, and promotional materials. Working with the Executive Director, this manager is responsible for overseeing the content of the Coalition's media, including website, newsletters, electronic media, annual report, and promotional materials.

3. Fundraising- The Assistant Director, working with the Executive Director, manages and provides support of development plans, grant management, grant research, grant writing, sponsorships, and annual appeal. Support includes budget development, tracking, and fiscal evaluation for fundraising efforts.

4. List management - Duties include timely and accurate database entry and retrieval of partner and donor information; list management and overall maintenance of marketing and development files; writing or assisting in writing grants, appeal and acknowledgment letters; printing, distribution, and general oversight of mailings and email correspondence with partners, donors and potential donors; fulfillment, invoicing and tracking of pledges; solicitation, invoicing and follow-up; invitations, email blasts, and publicity about Coalition events.

5. Services to Arts Organizations, Partners and the Public- The Assistant Director will support the Executive Director to develop programs and services for arts organizations, artists, educators, residents and visitors that reflect the goals of the Coalition. The Assistant Director will help to create, maintain, and grow services and programs that meet the economic development needs of arts organizations, creative businesses, local corporations and the region. The Assistant Director will also consult to partners needing assistance in connecting to resources.

6. Volunteer Base. The Assistant Director will assist in recruiting, organizing, and retaining volunteers for Coalition activities. This staff member will assist in overseeing current volunteers.

Personal Qualifications

The successful candidate should be a high-energy, goal-oriented leader, able to help implement the Coalition's strategic vision. He/she will have a deep understanding of the importance of arts/cultural/heritage organizations as economic drivers.

Strong candidates will have a broad knowledge of arts/cultural/heritage organizations and a deep understanding of nonprofit management. The successful candidate should be a clear and effective communicator who is able to support the Executive Director in building relationships as a facilitator, collaborator, and convener.

Professional Qualifications

- Associates Degree or equivalent experience

Professional Experience

- At least 5 years significant experience in the arts/culture/heritage sector
- At least 3 years direct experience with development and/or marketing

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- At least 3 years direct or indirect experience with nonprofit organization(s) or government office
- At least 2 years experience with MS Word and Excel
- At least 2 years experience with managing online mail, website, and data sources, including Constant Contact, and WordPress

Ideal candidate will demonstrate the following capabilities:

- Passion, vision, leadership and integrity
- Commitment to the mission of the Southeastern CT Cultural Coalition
- Demonstrated knowledge of arts, culture, and heritage organizations and businesses in southeastern CT
- Demonstrated knowledge of economic development
- Experience with municipal and/or government officials
- Exceptional attention to detail and ability to juggle many responsibilities at once and to operate both independently and with the flexibility to be part of a team
- Exceptional listening skills and demonstrated ability to capture, synthesize, and distill information learned
- Exceptional capacity for managing and leading people; a team builder who is able to connect to staff, board, and partners both on an individual level and in large groups
- Proven track record of embracing challenges and able to act and react in a manner that cultivates collaboration
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic planning, budgeting, finance, and marketing.

Compensation and Benefits

Salary, benefits, and work schedule are negotiable, commensurate with experience.

Nondiscrimination

The Southeastern Connecticut Cultural Coalition is an equal opportunity employer.

TO APPLY:

Please send pdf of both cover letter and resume electronically to: Wendy Bury at W.Bury@CultureSECT.org

Subject line: Assistant Director Position

Deadline: December 11, 2015

No hardcopies or mailed resumes will be considered. Emails only.