



**Job Title:** Executive Director

**Job Type:** Hourly + commission on funds raised

**Reports To:** Board of Directors/Board President

**Revision Date:** 9/14/2021

*The Rude Mechanicals is a 501c3 nonprofit performing arts organization with a mission to enhance, educate, elevate, and entertain. We enhance our community through the performing arts, educate the public on the value and impact of live theatre, elevate the quality of live theatre locally, and entertain our community by delivering high-quality Shakespeare-inspired theatre produced by our ensemble cast and crew.*

**Position Summary:**

The Rude Mechanicals is seeking a skilled, detail-oriented, and high-performing Executive Director and Grants Writer to oversee all aspects of the administration, programs and strategic plan of the organization. This is currently an hourly role, with a commission based on the funds raised as part of the duties of the position.

**Responsibilities include:**

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. Duties include but are not limited to:

General Responsibilities:

- **Board Governance:**
  - Responsible for leading the organization in a manner that supports and guides the 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.
- **Financial Performance and Viability:**
  - Responsible for fundraising and developing other revenues necessary to support the organization's mission.
  - Responsible for the fiscal integrity of the organization, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Responsible for increasing funding through Grant writing, and other means.
- **Organization Mission and Strategy:**
  - Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of programs that carry out the organization's mission.

- Responsible for strategic planning to ensure that the organization can successfully fulfill its Mission into the future.
- 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 operations.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Job Duties:**

- 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.
- Planning and operation of the annual budget.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the organization's mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Find, research and write grants in order to support the ongoing efforts of the company.
- Other duties as assigned by the Board of Directors.
- Represent the Rude Mechanicals in a positive, professional way at all times.

**Knowledge, Skills, and Abilities:**

- Ability to keep a positive attitude and deliver on assigned projects in a timely manner.
- Availability to attend board meetings.
- Ability to present a calm, professional demeanor at all times.
- A bachelor's degree or higher, or equivalent relevant work experience.
- Senior nonprofit management experience preferred.
- Experience and skill in working with a Board of Directors preferred.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Excellent donor relations skills and understanding of the funding community.
- 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.
- Must be computer literate and comfortable learning new technology.
- Ability to provide references upon request.