



Oconee Cultural Arts Foundation 34 School Street Watkinsville, GA 30677

www.ocaf.com

706-769-4565

JOB DESCRIPTION

Position Title: Executive Director

Organization: Oconee Cultural Arts Foundation (OCAF)

Reports to: Board of Directors

Job Location: Watkinsville, GA

Status: full-time, salaried exempt employee expected to work evenings and weekends as needed outside of the routine workday

Salary Range: Commensurate with qualifications

Benefits: Generous holiday package, paid vacation, sick leave and family access to all OCAF educational classes, workshops and events

Background: The vision behind the formation of Oconee Cultural Arts Foundation (OCAF) was to support artists and crafts persons in the region by providing a venue for exhibits and sales of artwork and craftwork and by educating the community to increase the interest in the arts. This vision would enrich lives and help build a vibrant community through the arts.

OCAF's **mission** promotes cultural arts and artists, and provides art education to the citizens of Oconee County and the northeast Georgia area. OCAF maintains a **vision** to inspire creativity, learning and personal growth through visual arts exhibitions, art education cultural events and community collaborations.

OCAF was begun as an all-volunteer and not-for-profit arts center in 1994 with a group of five individuals acting as the organization's steering committee. In 1995, OCAF received its 501(c)(3) status officially making it a not-for-profit arts charity. In that same year OCAF entered into an agreement with the Oconee County Board of Education to lease a four-room schoolhouse, originally occupied in 1902 and located at the end of School Street in Watkinsville, GA.

The building, unused for 12 years, had fallen into a state of disrepair. With love and care and a lot of sweat equity, OCAF was able to hold its first major art exhibit to

coincide with the 1996 Olympics. Since then, the **1902 OCAF Art Center** has become a major hub of the Oconee County, Athens-Clarke County and Northeast Georgia arts community - full of annual cultural art festivals, ongoing exhibits, concerts, performances, arts classes and special events for people of all ages. Our present campus consists of three facilities – the **1902 OCAF Center** (1902 Oconee County school) consists of a Main Gallery with 2,000 sq. ft. of unobstructed exhibit space and a smaller Members Gallery; **School Street Studios** (1930s elementary school) is home to our educational classrooms and programs, and pottery and artists' studios; and **Rocket Hall** (1930s Gym) which is our special events venue for special sales, shows and themed events.

OCAF is currently in the completion phase of a \$1.8 million capital campaign to renovate all necessary areas of the campus and increase and improve exhibition and classroom spaces.

Funding from memberships, sponsorships, individual and corporate donors, grants and the efforts of volunteers organizing and running events and fund-raisers supports OCAF's annual \$750,000 budget.

We currently employ three (3) full time staff supported by over 100 volunteers who manage, operate and support all OCAF events, fundraisers, exhibits and committees.

Position Available: OCAF seeks a dynamic and experienced leader to serve as the Executive Director to advance the mission and vision of the organization. OCAF is a small organization that does big things. The Executive Director will represent OCAF to the community and work with other arts and culture-related entities, including the University of North Georgia, the University of Georgia and local school systems, to continue to grow OCAF as a premier arts destination in the Southeast.

The Executive Director will serve in a highly visible capacity to promote the best interests of OCAF and actively engage in its growth. In so doing, the Executive Director is expected to articulate OCAF's greater cultural and social value to the community and make that vision and purpose clear to staff, supporters and the region's cultural enthusiasts. The Executive Director provides full oversight of the center's operations including strategic planning, financial stability, community engagement, programming, marketing, and staff management.

Primary Areas of Responsibilities:

- The Executive Director is required to provide full oversight of OCAF's operations including strategic planning, financial stability, fund development, programming, marketing, community engagement and staff and volunteer management,
- actively engage, energize, coach, provide support, and oversee the professional development of staff and volunteers,
- review and evaluate proposals and associated budgets for programs and events, develop and manage the annual budget, provide oversight of the preparation of grants, endowments, planned gifts, etc., and manage and grow support from members, sponsors and donors,
- manage all aspects of communication including the website, social media, newsletters, and associated marketing materials,
- manage the coordination of the usage and maintenance of OCAF facilities and capital improvements
- and maintain oversight of artistic quality and brand image.

Qualifications:

- Bachelor's degree with a minimum of 5 years of organizational leadership of a volunteer-focused organization
- Prior experience as an Executive Director or Manager/Director in the public or private sector is preferred
- Experience building and managing budgets
- Ability to build supportive partnerships with volunteers
- Demonstrated and proven ability to inspire and express a passion for the arts
- Ability to think creatively and be an active learner
- Outstanding written, oral and interpersonal communication skills
- Strong planning, organizational and analytical skills
- Ability to work effectively with the board, focus staff, encourage and channel volunteer energies, and interface with the local community. Candidate should be confident, competent, have high energy and a good sense of humor.

In your application, please state the scope of organizational staffing and budget for which you have been responsible.