

## NDAGA Executive Director

**Background:** Founded in 1975, North Dakota Art Gallery Association is a nonprofit organization of galleries and museums in North Dakota and the Upper Midwest. Administered by a part-time Executive Director and board of gallery member representatives, NDAGA provides professional training opportunities while coordinating information and services for gallery personnel and association members. NDAGA conducts an annual call for exhibition proposals from artists and arts organizations, and tours exhibitions in North Dakota, South Dakota, Montana and Minnesota.

**Position Available:** NDAGA is seeking a part-time Executive Director to communicate the vision and mission of the North Dakota Art Gallery Association to the regional arts community; direct, coordinate and monitor NDAGA activities and fundraising and meet annual goals for growth and community engagement. Hours will vary throughout the year but average 10-15 per week. Hourly wage range \$16-20 per hour based on experience. Position requires scheduled contact hours.

### **Essential responsibilities and duties:**

- Communicates and implements the mission and purpose of NDAGA and consistently works with the board of directors to accomplish organizational goals.
- Directs fundraising activities to accomplish budgetary goals. Fundraising activities will/may include grant writing and reporting, major gift solicitation, direct mail solicitation, membership acquisition and strengthening relationships with funders and donors.
- Directs the marketing efforts to meet goals and increase awareness of education programs, exhibits and art sales.
- Manages organizational finances to include handling all income and expenses; preparing and administering annual budget; reconciling bank accounts; preparing financial documents for tax preparation by accountant; preparing and filing quarterly payroll tax returns.
- Maintains membership and donor records, and invoices members for all booking fees and membership dues.
- Oversees day-to-day clerical activities, prepares lender and gallery contracts for new exhibitions, monitors touring activities, assists touring artists and galleries, maintains files and records of all aspects of NDAGA to include monitoring email, and managing social media and website.

- Organizes and facilitates the annual meeting, including, but not limited to, arrangements with conference site and host, determining agenda and speakers and prepares all materials for this meeting with the board.
- Circulates yearly prospectus for new exhibit proposals, and compiles information and images received for board review and possible bookings at annual meeting.

### **Qualifications/requirements**

The ideal candidate will bring insight, energy and a passion for the arts while communicating and advancing NDAGA's vision, value and programming to the community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 essential functions.

- Bachelor's degree in art-related field and/or relevant nonprofit management experience.
- Demonstrated knowledge of nonprofit business operations, marketing and communications experience and knowledge of art handling, crating, shipping, and exhibition development.
- Willingness to partner, collaborate and work effectively with individuals and organizations to complete projects, including board members, gallery and museum staff, artists and the general public.
- Annual and major gift fundraising experience, grant writing, or willingness to learn the basics of fundraising.
- Competency and comfort with standard computer applications, including social media and web-based systems.
- Location within North Dakota is flexible and allows for remote work. The position requires allocated space to accommodate files and archives.

To apply, please send cover letter, resume and three professional references to Greg Vettel, NDAGA Board President, [board@ndaga.org](mailto:board@ndaga.org), by June 20, 2022.