



Executive Director

Job Type: 35 Hours/Week

Salary: \$45,000, qualifies for Health Insurance

To Apply: Please send cover letter & resume to shannon@artvanprogram.org by December 9, 2022

Organization Overview

ArtVan is a mobile Art Therapy non profit organization founded in 2004 by Art Therapist, Jamie Silvestri, who recognized a need in the community for consistent, accessible, Art Therapy sessions. ArtVan is a collaboratively facilitated mobile program, utilizing a well-recognizable painted van to go directly to neighborhoods to implement targeted programs with specially designed themes. Bringing art supplies and trained facilitators to multiple communities, ArtVan currently travels weekly to Bath, Brunswick, Lewiston, Auburn, Portland, and Rumford, Maine. In addition to the van, ArtVan has studio space on 550 Lisbon Street, Lewiston, and an office at 48 Front Street, Bath.

Position Overview

ArtVan is seeking a passionate individual to fulfill the Executive Director supporting this one-of-a-kind non-profit organization's mission. This individual will develop deep knowledge of the community, programs, operations, and maintain a forward thinking strategy. The Executive Director will be responsible for general operations, fundraising strategies, and embrace ArtVan's authentic profile. Working alongside the Program Director, Therapeutic Arts Assistant, Marketing Manager, and Board of Directors, they are prepared for uncertainties that arise with nonprofit work, changes in neighborhood needs, community norms and economic shifts, and seeks to be self-directed, adaptive, and creative – an innovative solutionary.

Responsibilities of this position include:

Nonprofit Leadership & Management

- Oversee organization policies and governance as it holds to the mission
- Develop deep knowledge of organization history, programs, operations, succession plans.
- Lead Finances in collaboration with Financial Committee to share knowledge of budget needs, planning process, maintain insurance and legal renewals.
- Ensure ongoing programmatic excellence, evaluation, and quality of finance and administration, fundraising, and communications.
- Build relationships with and support the development of the Board of Directors

Outreach and Engagement

- Write press releases, letters of appeals, annual reports, and compile newsletters
- Represent ArtVan at outreach events, as needed.

Human Resources

- Participate in the interview process for all new employees and interns and collaborate with Program Director and Board of Directors to create/revise staff job descriptions
- Collaborate with Program Director to provide training to new staff, board members, and interns on ArtVan's vision, values, and strategy, including performance reviews
- Manage Payroll and paperwork for new hires, contractors, etc.
- Manage and renew annual memberships, Insurances, licenses, fees
- Work with Accountant on end of year financials and sales tax filings

Fundraising

- Provide fundraising strategy and analyze reports to increase individual donations, in-kind, and business sponsorships
- Plan and implement annual development strategy, annual appeals, collaborating with the staff, board members to develop donor base and meet fundraising goals
- Manage Little Green Light and monitor software syncs for bookkeeping and contact lists
- Build relationships with current and potential donors to secure major gifts

Ensure **QuickBooks** (QB) is updated regularly. Common tasks include:

- Monitor and update categories to ensure they are appropriate for current activities
- Enter and code all LGL donations into QB
- LGL credit card donations: reconcile cc purchases against bank statements, coding out credit card fees

Budgets

- Prepare the annual budget with Leadership & Finance Committee
- Track actuals against budget and alert Leadership of concerns/flags
- Prepare grant budgets and project budgets on a timely basis
- Provide P&L statements, balance sheets, and budget vs. actual reports for board meetings

Contracts & Vendor Management

- Create and administer contracts with 5-8 Contractors
- Create payouts and track merchandise sales using Square, Stripe, and QuickBooks
- Track contractor and vendor payments to ensure timely payment

Accounts Payable

- Manage invoices and pay all agency bills
- Track monthly financials and reconcile bank statements with QB accounts
- Debit card receipts: gather together, enter into QB and code

Taxes & Financial Reporting

- Prepare and work with Accountant to file annual 990 tax return
- Track restricted/unrestricted funding, ensuring all restricted funds are spent by end of fiscal year, December 31.

Required Skills

- Bachelor's Degree or equivalent experience required, with 3-5 years of professional experience in the nonprofit sector and/or administration
- Current driver's license, with a good driving record for the past 3 years. Reliable transportation required. Willingness to drive a 15-passenger van