



JOB DESCRIPTION: DIRECTOR, ADMINISTRATION AND DEVELOPMENT

Plug In ICA

June 2014

Summary

Reporting to the Board of Directors or its delegate, the incumbent is one of two senior staff positions at Plug In ICA. The incumbent is responsible to the Board for the overall management of operations, facilities, budgets and human resources. The incumbent implements the goals and objectives of Plug In ICA as determined by the Board of Directors.

Duties

- Under the guidance of the Board and in cooperation with the Director, Programming, participate in the preparation of policy, procedure and strategic planning for Plug In ICA.
- Hire, supervise and evaluate all Plug In employees.
- Oversee the financial management of the organization, including the preparation of budgets, and management of cash flow; liaise with the external auditor.
- Oversee all legal, banking, insurance and security matters.
- Oversee, with cooperation from the Director, Programming, the completion of all grant applications.
- Manage all Plug In facilities.
- Oversee the maintenance of accurate records of all Plug In ICA activities, including financial transactions, contracts, archives and library.
- Negotiate all contracts and agreements entered into by Plug In ICA.
- Provide the Board of Directors with all information necessary to fulfill their responsibilities.
- Work with the Board of Directors through:
 - Participation on board committees
 - Active participation in local, national, and international cultural communities
 - Developing and implementing future plans for Plug In ICA
 - Fundraising activities, and other related activities, fostering the image of Plug In in the community, broadening its network of potential financial supporters and friends
 - Government relations, in conjunction with the Director, Programming
 - Liaising with private, public, cultural and educational sectors to promote Plug In
 - Ensuring Plug In is on plan and budget in terms of revenues and expenses
 - Identifying and growing sources of revenue, including
 - Retail
 - Venue rental
 - Other revenue sources

Responsible for other duties as assigned by the Board of Directors

Qualifications, skills and experience

- At least three years' experience with an arts organization in a management position, including supervisory experience
- A minimum of a baccalaureate degree in business, business or arts administration, cultural management or another related field
- Knowledge of the arts
- Detail-oriented, multi-tasking management skills
- Highly computer literate and at ease with new technologies, including project management tools
- Event management experience
- Successful track record in funding for operations, projects, and capital needs
- Experience working with funding agencies
- Experience with fundraising
- At ease with private, public, and cultural sector leaders and with public speaking
- Outstanding management, interpersonal, team organization and communication (written and oral) skills