



<http://www.stonegateeducation.com/>

931 15th Street, Bedford IN 47421

Job Description: Executive Director for StoneGate Arts & Education Center

The Executive Director of the StoneGate Arts & Education Center shall be a full-time director charged with the overall strategic vision and administration of the organization. The Board of Directors shall employ the Executive Director who will be subject to the direction of the Board. The Executive Director will provide oversight and direction of the affairs and business of the organization. Duties include, but are not limited to:

- (a) reporting to the Board of Directors on fiduciary matters,
- (b) implementing the directives and decisions of the Board of Directors,
- (c) establishing relationships with educational institutions, community and civic organizations, and others, to effect accomplishment of the goals of the organization as laid out in the Strategic Plan,
- (d) developing/updating marketing/branding materials and social media presence,
- (e) supervising full and/or part-time staff
- (f) meeting revenue targets and budget constraints, and
- (g) developing all necessary partnerships in alignment with StoneGate's mission.

The Director will serve as the single point of contact for the organization and will need to think of creative ways to obtain some part-time or intern help/assistance if circumstances and budget allow.

Desired and/or Preferred Background Qualifications:

Bachelor's Degree and/or Experience in Education, Arts, Workforce Development, Grant Writing, Not-For-Profit Organizations, etc.

Base Pay: \$45K/yr., Additional Salary Negotiable based on Candidate's Experience

If interested, please send a resume and contact info, including email and cell phone number, to jamie.blackwell.565@gmail.com on or before Friday, November 6th, 2020.