

**Executive Director  
School of Craft  
Mansfield, Pennsylvania**

**Position Summary**

The Executive Director is responsible for the development and refinement of the school's education and service programs; oversight of budgeting and financial planning; contract/grant compliance; fundraising; accounting and fiscal management; recruitment, selection and evaluation of the teaching faculty and management team; and provides support to the Board of Directors.

**Key Responsibilities**

- Leads long range planning and visioning, including assessment of community needs in partnership with Board and staff.
- Oversees program development, working collaboratively with the Board, program staff and funders. Plans and develops individual programs and budgets. Develops program evaluation and tracking procedures with program directors and partners.
- Manages budget development, financial forecasting and oversight in partnership with the Board and controller.
- Supervises development and submission of all grant proposals. Researches new funding sources. Develops and supervises donor campaigns and entrepreneurial fundraising programs. In collaboration with Board Members, meets with funders and donors.
- Serves as agency spokesperson. In conjunction with the Board, oversees marketing and public relation efforts and acts as liaison with community agencies and businesses.
- Nurtures and expands the organization's key external relationships.
- Provides advice, counsel and support to the Board of Directors and helps maintain and leverage an engaged, powerful Board.
- Ensures adherence to personnel policies. Provides for staff development activities to upgrade skill levels and motivate performance.

**Candidate Profile**

- An entrepreneurial spirit, a commitment to innovation, and a bias for action.
- An exceptional ability to build and maintain relationships and foster collaboration.
- A strong track record of fundraising success including government, corporate, foundation, and individual giving.
- A high degree of financial literacy.
- Minimum of five years experience in administration, staff supervision, strategic planning and evaluation, budget and grant development.
- Proven ability to work with people from a variety of ethnic, socioeconomic and educational backgrounds.
- Has broad knowledge and appreciation of craft and craft artisans.