

**Mission:**

Rooted in its unique history, The Dairy Barn Arts Center enriches lives and cultivates community through equitable access to the arts.

We do this by:

- Welcoming everyone, local and visiting patrons alike, with a quality visitor experience.
- Providing impactful exhibitions, events, and educational programs.
- Supporting artists throughout their creative journey.
- Celebrating our unique Southeastern Ohio history through storytelling and historic preservation.
- Promoting international appreciation of art quilts through the world-renowned exhibition, Quilt National: The Best of Contemporary Quilts.

Position Type: Full-time

Reports To: Board of Directors

Compensation: \$60,000- \$70,000

Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environments for all visitors, students, and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Job Description:

The Executive Director position at the Dairy Barn Southeastern Ohio Cultural Arts Center is a full-time salaried position. The Executive Director reports directly to the President of the Board of Directors. The duties of the Director include working with the board, staff, committees and volunteers to fulfill the following responsibilities:

- Work closely with the Board of Directors, staff and community stakeholders to develop, plan and implement a comprehensive multi-year strategic plan with specific metrics to be reviewed annually by the Board.
- Work with the Board and staff on a mission-driven strategic plan that helps develop Dairy Barn programs while maintaining financial stability:
 - Increase earned revenue through class enrollments, retail sales, and other revenue generating activities.
 - Grow membership and improve renewal rates.
 - Increase corporate and business sponsorships.



- o Develop and implement fundraising goals through varied sources as best fits with our strategic plan
 - o Collaborate with program directors in developing and implementing Dairy Barn programs:
 - Continuously assess and improve exhibits, education, and event programs to ensure relevance and sustainability.
 - Benchmark the Dairy Barn with other regional art centers to ensure best practices.
- Hire and lead Dairy Barn staff (currently 7 full and part-time) including:
 - o Prepare job descriptions for all positions.
 - o Conduct staff performance reviews and evaluations annually.
 - o Set work standards and performance objectives.
 - o Maintain personnel files for all employees and volunteers.
- Oversee finances and operation of Dairy Barn:
 - o Develop the annual budget for Board consideration, track revenue, and control expenses (current annual expenditures exceed \$500,000).
 - o Develop and share with the Board a monthly update on programs, activities, and operations including financial reports as needed.
 - o Maintain accurate records and reports of all corporation business.
 - o Maintain accurate records and reports
 - o Develop and ensure compliance with all Dairy Barn policies and procedures.
 - o Oversee maintenance of facility and grounds including the historic facility.
- Represent The Dairy Barn in the community:
 - o Build and expand mutually beneficial relationships with community partners and other art organizations.
 - o Engage in public speaking and other outreach activities to advocate and build support for the Dairy Barn.

Preferred Qualifications:

- 5+ years of leadership experience, preference for nonprofit sector experience
- Bachelor's degree required (equivalent experience in nonprofit leadership or arts management may be considered in lieu of formal education)
- Proven success in fundraising, budgeting, and financial oversight
- Strong team and staff management skills
- Excellent communication and public engagement abilities
- Passion for the arts and commitment to diversity, equity, and inclusion
- Familiarity with program development, strategic planning, and community partnerships