

Mission: Bread & Roses Missouri uses an arts lens to examine social and economic justice issues in our programming. We believe that cultural and creative expression are a means to effect deep and lasting social change.

### **Job Description: Executive Director**

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the organization's consistent achievement of its mission and financial objectives. The ED will have overall strategic and operational responsibility for Bread & Roses Missouri's programs, contractual employees, and build the capacity of the organization in line with its mission. They will have knowledge of the arts and of labor organizations, and develop knowledge of the organization's core programs, operations, and business plans.

### **Responsibilities**

#### **Leadership and Management**

- Oversee day to day operations
- Oversee responsible fiscal management, including annual budgeting, budget management and oversight, and cash flow
- Develop, maintain, and support the Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for operations and programs
- Assure the organization has at least an annual strategy, if not 3-year plan, to achieve its mission, and toward which it makes consistent and timely progress
- Manage office systems including ease of navigation of the donor and audience management database, banking, payment, and event ticketing platforms
- Actively engage and energize board members, event committees, teaching artists, Workers' Theater group, partnering organizations, and funders
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations
- Responsible for the recruitment, employment, training, annual or completion of contract performance review, and release of all contractual and employed staff
- Carry out plans and policies authorized by the Board of Directors
- Negotiate contract and agreement with venues
- Maintain a working knowledge of significant developments and trends in the field

#### **Fundraising and Communication**

- Develop and implement a fundraising strategy, in cooperation with the Board of Directors
- Plan, manage, and coordinate all contributed income programs, including foundation, corporate, government, and individual donors
- Oversee the writing and submission of grant proposals and appeals
- Identify and cultivate new funding prospects
- Establish sound working relationships and cooperative agreements with community groups and organizations
- Deepen and refine all aspects of communication—from web presence to external relations with goal of creating a strong community presence
- Approve design and oversee implementation of social media, marketing and public relations materials, and ensure website is up to date
- Represent Bread & Roses Missouri to the public

## **Qualifications**

- BA preferred
- 2-5 years relevant experience required
- Reliable and self-motivated
- Commitment to equity, inclusion, and social justice
- Demonstrated grant writing skills
- Demonstrated donor and sponsor development/acquisition skills
- Problem solving skills
- Strong leadership qualities
- Strategic thinker
- Demonstrated budget management experience
- Excellent communication skills and interpersonal skills
- People management skills
- Adept at networking
- Organizational skills
- Proficiency in Google suite of office management applications (Email, Voice, Calendar, Drive, Docs, Sheets)
- Familiarity with social and digital marketing tools, including Facebook, YouTube, Instagram, Eventbrite, and Twitter
- Experience with labor organizations preferred
- Strong knowledge of the community, including artists and arts organizations, labor organizations, and social justice agencies

## **Compensation**

The Executive Director is a position subject to annual review and renewal by the Board of Bread and Roses Missouri.

Currently envisioned as a part-time position, with an average work week of 25 hours, the hours will vary seasonally. The compensation range is \$30,000-\$40,000/year, inclusive of benefits. Some benefits are negotiable. Part-time, exempt position.

## **Application Instructions**

Submit cover letter and resume by January 4, 2021 to:  
breadandrosesmojob@gmail.com

All inquiries and materials will be confidential. Applications will be acknowledged.

**Bread & Roses Missouri is an Equal Opportunity Employer**