

Artisans at the Dahmen Barn

POSITION TITLE: ARTISAN BARN MANAGER

BASIC FUNCTION:

The mission of the Artisans at the Dahmen Barn is “To cultivate creativity on the Palouse by providing a unique facility with programs that inspire, enrich and engage in visual, performing and culinary arts”.

The Artisans at the Dahmen Barn (the Barn) seeks a creative and experienced individual for the position of Artisan Barn Manager. The Artisan Barn Manager is responsible for providing organizational leadership, planning and implementing fundraising strategies, developing an events and classes plan, representing the Barn in its service area and managing an efficiently run facility.

REPORTS TO: Board of Directors (BOD) of Artisans of the Dahmen Barn

SALARY: \$12,500/ year

HOURS: Vary, Half-time (average of 8 hours per week minimum at the Barn is required) (no benefits are provided with this position)

ESSENTIAL DUTIES OF THE POSITION:

LEADERSHIP

Provide leadership to fulfill the mission of the Barn in its service areas.

Work with the BOD to develop and implement an ongoing organizational and program development plan, strategic plan, an annual marketing and public relations plan, annual budget and a sound fundraising strategy.

In conjunction with the BOD, participate in identifying and recruiting prospective BOD members and volunteers.

Work with the Barn’s resident artists and Artist Liaison to assure a quality working environment and sales opportunities.

FUNDRAISING

Work with the BOD and resident artisans to develop a diversified, long-range strategic plan that ensures the organization will be able to fund its ongoing programs and operational responsibilities as well as expand into new and creative avenues.

In conjunction with the BOD, cultivate and sustain relationships with private, public, and corporate donors to ensure continuing financial support of the Barn’s mission.

In conjunction with the BOD, identify grant opportunities and manage grant writing and administration to support the Barn activities.

COMMUNITY OUTREACH

In conjunction with the BOD and with the help of resident artists, design and implement programs, events (both internal and external) and classes that will build enthusiasm and support for the mission and work of the Barn as well as enhance the cultural climate of our communities.

Work with the BOD, resident artists, and volunteers to develop and manage external Barn communications, including, but not limited to, the Barn website, social media, newsletters, donor letters, information booklets and media releases.

Coordinate with the BOD in building relationships with community groups, governmental entities, businesses, community leaders and other appropriate organizations and individuals.

Represent the Barn at community functions, meetings and events as required.

ADMINISTRATION

Accomplish administrative tasks to maintain compliance with legal requirements of a 501c3 organization.

Organize ongoing marketing initiatives as well as developing and executing an annual marketing plan. Work with BOD to define specific marketing on a program-by-program basis.

Provide budget operational oversight.

Provide the BOD with regular verbal and written reports regarding organizational activities, and directives.

Define parameters for success and develop the criteria for effectively measuring performance and impact on a program-by-program basis.

Meet annually, at a minimum, with the resident artists to review and execute tenant agreement and house rules.

Conduct the Barn business in a professional, friendly, and timely fashion.

Manage other employees, contractors, interns and/or volunteers.

Represent resident artists, volunteers and staff concerns to the BOD.

Attendance at all BOD meetings is required. Attend committee meetings as necessary.

Perform other duties as assigned.

CORE COMPETENCIES

Have an appreciation and interest in the arts and culture and their relationship to community building.

BASIC KNOWLEDGE OF:

Applicable laws and organizational requirements of a 501c3 organization.

Practices of modern office administration including applicable software applications and efficient record-keeping methods.

Budget planning, marketing and public relations principles, development and control techniques.

ABILITIES:

Have exceptional people skills and a high level of proficiency in written and oral communication skills, including listening and speaking one-on-one with small and large audiences.

Possess practical leadership skills combined with the ability to work collaboratively with staff, BOD, resident artists and others using tact, patience and courtesy.

Plan, organize and direct the day-to-day operations of a small non-profit organization.

Along with Treasurer and BOD, plan and develop annual and project budgets.

Meet schedules and timelines and respond to changes on short notice.

Work independently with little direction.

Handle multiple tasks at one time.

Have strong project or program planning, critical thinking, decision making and problem solving skills.

Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE

A college degree is preferred with a minimum of 3 years of experience in resource management, nonprofit management, business, fundraising, marketing or a related field. Additional experience may be substituted for a college degree.

LICENSES AND OTHER REQUIREMENTS

Valid driver's license

WORKING CONDITIONS:

ENVIRONMENT

Indoor and outdoor environment

Occasional adverse weather conditions

PHYSICAL ABILITIES

Sitting for extended periods of time

Walking over rough, uneven, or steep terrain

Kneeling or crouching

Lifting no more than 50 pounds.

Qualified applicants are invited to submit a cover letter, resume and list of 3 references (include name, phone number, email address) to BOD Vice President Joanne Druffel at joandlee@inlandnet.com . Applications will be accepted until February 15, 2017. Position will begin April 1, 2017.