



## Job Description

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**Position Title:** Executive Director

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**Position Reports to:** The Carnegie Board of Directors

**Positions Supervised:** Gallery Director, Education Director, Theatre Director, Marketing Coordinator, Development Coordinator, Finance (off site bookkeeper and contracted audit firm) and event personnel

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### Position Purpose

The Executive Director serves as the leader of The Carnegie, the only multidisciplinary arts organization in Northern Kentucky. The Executive Director will guide The Carnegie's strategic vision and provide management to The Carnegie in order to ensure its long-term success. The Executive Director will direct all fundraising initiatives to ensure the fiduciary well-being of the organization. Must be a hands-on professional who is comfortable working with all three dedicated program areas: Gallery, Education and Theatre.

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### Administration:

**Serves as authorizing official, fiscal and personnel officer for The Carnegie.**

- Directs office management and staff of The Carnegie.
- Directs the infrastructure, including technology, facility maintenance, and vendor relationships, so that the organization operates at full capability.
- Contract administration including preparing, revising, negotiating, examining, and analyzing organizational contracts.
- Directs policies, accounting, and other management activities for The Carnegie.
- Serves as the Human Resource lead for the organization.
  - Works directly with health and dental insurance contractors.
  - Administer pay, benefits, and leave.
  - Enforce company policies and practices.

### Development

**Responsible for planning, implementing, and managing fundraising strategies for The Carnegie including projects and events designed to enhance The Carnegie's interactions with individual, corporate and foundation donors.**

- Build long term relationships and cultivate prospective donors through the solicitation process.
- Provide leadership, cultivation and submissions to the Kentucky Arts Council, National Endowment for the Arts and ArtsWave.
- Research, identify, and cultivate additional foundation support.
- Work independently and in conjunction with the Board of Directors, Development Committee, and Department Leadership to seek opportunities for sponsorship.

- Direct the internal efforts in support of The Carnegie’s annual fundraiser, Suits That Rock.
  - Work with Suits Executive committee on event logistics.
  - Provide leadership and assistance to Suits members in sponsorship solicitation.

### **Finance**

**Directs the financial operations at The Carnegie. Works with department leadership to compile an annual operating budget and manages the financial operations.**

- Provides strong, forward-looking analytical leadership.
- Directs budgeting and forecasting of the annual budget.
- Directs the annual audit.
- Assists with accounting and reporting matters associated with contributions, sponsorships, and grants.
- Develops and maintains systems of internal controls to safeguard assets.

### **Board Liaison**

**Manages all Board logistics including those related to meetings, events, updates and other important organizational communications.**

- Serve as primary point of contact for all Board members, Executive Committee members, and Board related matters.
- Maintains discretion and confidentiality regarding all Board and Executive Committee matters.
- Direct new Board member orientation and on-boarding and support Board engagement strategy.
- Provide administrative and strategic support regarding Board matters.
- Serve as a conduit between The Carnegie’s Board of Directors and the committees, and assist the committee chairs with leadership issues.
- Report committee activities to the Board as requested.

### **Other duties as assigned**

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### **Qualifications and Experience**

- Bachelor’s degree from an accredited college or equivalent experience in arts administration, business administration, or related field
- Proven track record in a leadership position at a mid-size organization managing multiple, diverse departments
- Working knowledge of and existing personal network in the Northern Kentucky and Greater Cincinnati region is a plus
- Excellent communications skills
- Ability and willingness to work flexible hours, including evenings, weekend, as required for meetings, special events, and programs
- Ability to manage multiple projects and work independently
- Ability to maximize the diverse talents of team members and community partners and work effectively with all levels of The Carnegie team
- Ability to adapt to the needs of a mid-sized arts organization
- Willing to do what it takes to get the job done
- Passion for accessibility in the arts and The Carnegie’s mission

**Compensation:** Salary commensurate with experience. Four weeks of PTO, health and dental benefits, and a flexible schedule.

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### **Application Process**

Please send cover letter, resume, and salary requirements to Kimberly Best, [kbest@thecarnegie.com](mailto:kbest@thecarnegie.com).

Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified. Interviews to begin immediately.

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The Carnegie is an Equal Opportunity Employer where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

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### **Intent and function of job descriptions**

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships as deemed appropriate.

### **About The Carnegie**

The Carnegie is Northern Kentucky's largest multidisciplinary arts venue providing theatre events, educational programs, and art exhibitions to the Northern Kentucky and Greater Cincinnati community. The Carnegie facility is home to The Carnegie Galleries, the Otto M. Budig Theatre, and the Eva G. Farris Education Center. More information about The Carnegie is available at [www.thecarnegie.com](http://www.thecarnegie.com) or by calling (859) 491-2030.