



POSITION ANNOUNCEMENT: President, High Point Arts Council

High Point Arts Council is seeking an energetic President to champion its mission to unite inclusive communities, excite possibilities, and ignite the arts.

As the community cheerleader for the arts, the President will serve as the organization's chief administrator, collaborator, and spokesperson. Can you...

- Lead with an entrepreneurial spirit with high standards for yourself and your team?
- Bring a passion for making the arts accessible to the community?
- Build relationships and secure resources?
- Manage strategy, administration, programming, facilities, grants, and other duties as needed.

Background

Since 1962, High Point Arts Council has provided programs, services, and has collaborated with businesses, individuals, foundations, and the government to raise funds and distribute grants to the arts and design community in greater High Point. The main fund-raising program, the annual Arts Fund Drive, raises funds to support not only the High Point Arts Council, but also to provide grant awards to other arts and design nonprofits in the area. In 2012, the Arts Council celebrated its 50th Anniversary and purchased Centennial Station, creating the first permanent Arts Center in High Point, and as of 2021, the building is fully owned by the Arts Council. Legacy programs include:

PROGRAMS

- **Arts Splash** a free concert series held at different locations throughout High Point, Jamestown, and Archdale
- **Day in the Park** a free family-friendly arts festival at City Lake Park
- **John Coltrane Jazz Workshop** a summer music workshop available to rising 7th-12th graders
- **Pullman Poet Society** a poetry club open to all ages
- **Songwriters Circle** a group for songwriters to share their work and receive feedback
- **Titan Band:** a community band formed in collaboration with GTCC
- **The Page to Stage Children's Theater:** sensory friendly productions of children's books brought to life
- For a full list of programs and events please visit www.highpointarts.org

GRANTS

- **Basic Operating Grants** support local arts organizations
- **Grassroots Grants:** This funding comes from the North Carolina Arts Council, and we work in collaboration with the Arts Council of Greater Greensboro to disseminate it throughout Guilford County.
- **Professional Development Grants:** Artists can receive grants to participate in cohorts such as the Artful Business Cohort and the Positive Intelligence Cohort to help develop skills for success as an artist in Guilford County.

The High Point Arts Council is a private 501(c)3 nonprofit that has worked for more than 60 years to build a better High Point through the support of and advocacy for the arts. High Point Arts Council is governed by a 15 to 20-person Board of Directors and has three full-time (including the President) and one part-time employee with an annual operating budget of \$700,000.

The Board of Directors is seeking a strong cheerleader and administrator to advocate for and champion the arts in High Point. **To learn more**, visit: www.highpointarts.org

What will you do as the next President?

Reporting to the Board of Directors, the President leads the organization in executing all aspects of its mission and leading positive relationships among staff, partners, donors, and the community. The President will be called upon to fulfill the following key responsibilities:

Leadership and Community Engagement: Serve as the primary advocate, visionary, fundraiser, and spokesperson for the organization. Develop relationships and a strong understanding of the organization's impact with patrons, government officials, partner organizations, donors, and prospective donors. Bring a strong understanding of principles of equity, diversity, inclusion, and belonging to ensure the High Point Arts Council is a place for everyone. Grow High Point Arts Council's status as a leader, convener, and collaborator. Serve as the arts champion for the community.

Operational and Financial Oversight: Oversee the financial integrity of High Point Arts Council, ensuring the strategic creation of and adherence to the budget, and diligently following approved financial policies and accounting ethics and financial best practice. Ensure the building is maintained and welcoming to the entire community.

Resource Development and Fundraising: Lead resource development efforts including the annual Arts Fund Drive, grant writing and reporting, as well as donor retention and cultivation. Ensure short- and long-term fundraising plans are developed and executed. Advocate for government partnerships and support.

Program Planning and Oversight: Work to coordinate year-round arts programming and outreach efforts, conducting ongoing assessments regarding the effectiveness of planned curriculum and programming. Support in the planning and implementation of programming. Be available in the evenings and weekends for administering programming. Think creatively and analytically about how to increase the impact of the organization

Marketing: Lead all marketing efforts to advertise programming, tell success stories, testimonials, and advertise the arts in greater High Point. Utilizing the new 2024 rebrand and brand guide, the President is responsible for implementing the brand voice, style, and values into all marketing materials. This can include social media posts, website management, e-newsletter blasts, posters, brochures, press releases, and more.

Facility Management: Oversee the operations of the theater, bar, two lobbies, box office, catering kitchen, Pullman Traincar, and in-kind spaces for the High Point Ballet and High Point Community Theater. Work with contractors, vendors, tenants, renters, and more to ensure the proper safety and functioning of the 21,000 sq ft Centennial Station Arts Center, built in 1938

Staff Leadership: Create a positive organizational culture that supports a productive and professional work environment. Oversee the hiring, training, supervision, and evaluation of staff. Ensure staff members work effectively toward shared goals and a unified vision for the organization.

Board Governance: In collaboration with the Board, identify, recruit, train, and retain highly effective board members. Maintain regular communications with the Board of Trustees and provide them with the necessary support, counsel, and information required for effective governance. Ensure a quality process for supporting the Board and their involvement in fundraising, strategic planning, program delivery, and increasing overall organizational visibility.

Key attributes and skill sets sought in the President

- A firm commitment, understanding, and passion for the arts
- Visionary leader who is equally comfortable executing tactics
- Five or more years in a leadership position or commensurate experience, with success in organizational management including strategic planning, fundraising, operations, and/or program development
- Experience raising contributed revenue in the nonprofit sector
- A proven track record in relationship-building
- Inspiring communicator verbally and in writing
- Strong business acumen with a solid understanding of operations budgeting and the ability to create a strong organizational culture including all aspects of diversity, equity, and inclusion
- A working knowledge of best practices for improving operations and programs

Think you are the next High Point Arts Council President?

The High Points Art Council's Board of Directors is conducting a search for the new President. To apply, email highpointartscouncil@gmail.com your cover letter, resume, and professional references. In the event of technical problems, contact highpointartscouncil@gmail.com. No phone calls please, and no applications will be accepted through third-party sites.

The review of applicants will begin in July 2024, and the position will remain open until a hiring decision has been made.

The salary offered for this position is \$85,000-\$95,000, and benefits include an employee-only medical and dental stipend, paid time off (PTO), company-paid holidays, and a matching 403b retirement plan. This full-time position requires evening and weekend work. High Point Arts Council is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff.