

## Executive Director

North Dakota Council on the Arts (NDCA) seeks a fulltime, benefited **Executive Director**, in Bismarck, ND with an annual starting salary of \$90,000 - \$98,000, dependent upon required knowledge, skills and abilities. This unique and rewarding career also offers a full range of employee benefits, including 100% employer paid family health insurance, a comprehensive retirement plan and more. The anticipated start date is May 1, 2024.

**As the state's arts agency**, the Council on the Arts works to support creators, art providers and participants across the state, using grants, education, and partnerships to ensure the role of art continues to grow with a team of seven. NDCA strengthens the creative capacity of all who live and visit North Dakota by honoring cultural traditions, empowering excellence and innovation, and inspiring arts and culture opportunities for all. For more information visit [NDCA Home | Council on the Arts, North Dakota](#). This notable position is one of only 58 in the United States and US territories.

### Summary of Work:

The NDCA Executive Director is a state of ND unclassified, position which reports directly to a board of directors. As the Executive Director you will be responsible for implementing the vision, leadership, and direction of NDCA. You will lead and oversee the strategic direction of the organization, while managing the daily business operations including grant administration, program oversight, supervision of team members, and budget development and management.

**To thrive in this position**, you must possess a passion for the progression of the arts, a high level of professionalism and integrity, with excellent verbal and written communication, organizational, and leadership skills. You must be flexible, with the ability to prioritize, multitask and make decisions within a continually changing environment. You must be a strong strategic and critical thinker, very organized and detail oriented.

### As the Executive Director You Will:

- Set the overall strategic vision and direction for the agency in accordance with Board approval, including leading efforts to operationalize the strategic plan in alignment with budget, prioritization of initiatives, resource allocation, and organization stakeholders.
- Maintain positive working relationships, provide clear direction to staff and constituents, and manage conflict professionally.
- Effectively foster a team-oriented environment by leading, coaching, and developing team members to deliver an innovative, constituent focused experience in alignment with the NDCA's mission and values.
- Direct the development of grant administration and the biennial budget in alignment with organizational strategy.
- Coordinate the legislative process in collaboration with the Board. Monitor key legislation and prepare and present biennial legislative testimony as necessary.

**Minimum Qualifications:**

Requires a Bachelor's degree and 4 years professional leadership/management experience. Requires a broad understanding and appreciation of the arts and a valid driver's license.

**Desired Knowledge, Skills, and Abilities Include:**

A Bachelor's or Master's degree in Art Management/Administration, Business Administration Public Administration, or other related degree, with an art emphasis. Experience with legislative processes, leading an organization, managing staff, budgeting, public speaking, and human resource development.

**Application Procedures:**

Applicants must complete an online application by 11:59 p.m. on the closing date, via the State of ND Careers website:

[https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&SiteId=11000&FOCUS=Applicant&JobOpeningId=3027095&PostingSeq=1](https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=11000&FOCUS=Applicant&JobOpeningId=3027095&PostingSeq=1)

**Requires a Resume, Cover Letter, and a List of 4 References** - 3 Professional & 1 Personal Reference with contact information, be uploaded to application.

Applicants must be legally authorized to work in the United States. ND Council on the Arts does not provide sponsorships. The successful candidate will be required to complete a satisfactory criminal background check.

For more information about the position, please contact Kim Konikow at [kkonikow@nd.gov](mailto:kkonikow@nd.gov) or 701-328-7592. If needing accommodations or assistance in the application or interview process, please contact Lynn Burgard at 701-328-4737 or [lyburgard@nd.gov](mailto:lyburgard@nd.gov). For TTY, please use utilize Relay North Dakota at 1-800-366-6888.

**About Team ND:**

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

More than 7,500 talented, hard-working people across sixty-three agencies have come together as Team North Dakota. At Team ND, we are driven to succeed through gratitude, humility, curiosity, and courage. Our purpose is to empower people, improve lives, and inspire success. Join us in being legendary.

Total Rewards: The State of North Dakota is committed to providing team members with a strong and competitive [rewards](#) package that support you, your health and your family.

Considering a new position on Team ND? How does your current position stack up? Use our [Total Rewards Calculator](#) to estimate.

**Equal Employment Opportunity:**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.