

Nonprofit Executive Director North Dakota Art Gallery Association

Background: Organized in 1975, North Dakota Art Gallery Association is a nonprofit organization of galleries from the Upper Midwest. Administered by a board of gallery member representatives, the Association provides professional training opportunities, while coordinating common information and services for gallery personnel and the Association members. NDAGA recognizes and honors outstanding contemporary, folk, and traditional visual artists. NDAGA conducts an annual call for exhibition proposals from artists and art organizations, and tours exhibitions in North Dakota, South Dakota, Montana and Minnesota.

Position Available: NDAGA seeks an Executive Director to communicate the vision and mission of the North Dakota Art Gallery Association to the regional arts community; direct, coordinate and monitor NDAGA activities and fundraising and meet annual goals for growth and community engagement.

Essential responsibilities and duties:

- Communicates and implements the mission and purpose for NDAGA and consistently works with the board of directors and statewide art gallery directors to accomplish organizational goals.
- Directs fundraising activities to accomplish budgetary goals. Fundraising activities will/may include grant writing, major gift solicitation, direct mail solicitation, membership acquisition and strengthening relationships with funders and donors.
- Directs the marketing efforts to meet goals and increase awareness of education programs, exhibits and art sales.
- Manages organizational finances and prepare, analyze and administer the Board's annual budget.
- Program development and management, including
- Social media and web promotions.
- Maintain and evaluate membership and donor database.
- Oversee day-to-day clerical activities, arrange gallery contracts for new exhibitions, monitor touring activities, assist touring artists and galleries, maintain files and records of all aspects of the Association.
- Organize the annual meeting, to include arrangements within the city it will be held, along with the agenda and speakers. Prepare all materials for this meeting.
- Circulate yearly prospectus/seek out new proposing artists for annual meeting review.

Qualifications/requirements

- The ideal candidate will bring insight, energy and a passion for the arts while communicating and advancing NDAGA's vision, value and programming to the community.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Annual and major gift fundraising experience, grant writing, or willingness to learn the basics of fundraising.
- Bachelor's degree in art-related field and/or relevant nonprofit management experience.
- Marketing and communications experience.
- Must have a strong background/knowledge of art handling, crating, shipping, and exhibition development.
- Willingness to partner and collaborate with organizations to complete projects.
- Competency and comfort with standard computer applications.
- Demonstrated knowledge of nonprofit business operations.
- Location within North Dakota is flexible. This position requires allocated space to accommodate files and archives.