

Arbutus Folk School Position Announcement - Executive Director

Arbutus Folk School, a 501(c)(3) non-profit organization based in Olympia, Washington, is seeking an executive director who has the vision and leadership potential to realize the mission of its founder, board, and stakeholders.

Founded in 2013, Arbutus serves the Pacific Northwest region by providing community-based creative learning experiences in traditional arts, crafts, and music. It offers instruction and community in its core programs: ceramics, fiber arts, woodworking, blacksmithing, stone carving, wooden boat-building, and music.

The Executive Director (ED), the CEO of the Arbutus Folk School, is responsible for achievement of Arbutus' mission and financial objectives. The ED oversees the folk school's administrative/financial operations (i.e. grant management), class and community programming, personnel, facilities, and communications, e.g. marketing and community outreach.

Job Title:	Executive Director	Paid Leave:	In accordance with contract
Location:	Olympia, Washington	Reports to:	Board of Directors
Status:	30 hours weekly anticipated	Application screening:	Upon receipt
Salary:	\$18 an hour	Proposed start date:	June 1, 2020

How to apply: If interested, apply electronically to admin@arbutusfolkschool.org and type "Executive Director" into the subject line. In the body of the email, provide a brief introduction and your preferred pronoun. Attach the following: 1) a letter explaining why this position interests you and specifically how you meet the qualifications listed below and 2) a current resume or CV.

Leadership & Community Connections

- Be a local and regional presence that embodies the mission and values of Arbutus and an advocate for folk schools, their guiding principles, and programs
- Engage the Arbutus stakeholders (board, staff, instructors, & volunteers) in its mission, values, and strategic priorities and through a continuous improvement cycle
- Engage in and strengthen strategic relationships with community partners, funders, and the general community

Communications and Fundraising

- Oversee promotional and development activities to increase Arbutus' visibility and value in the community and region
- Develop revenue-generating and fundraising activities to support existing and future program operations and build reserves
- Oversee marketing activities to ensure strong enrollments in classes and participation in community inclusive programs

Planning and Oversight

- Develop an annual work plan and budget to operationalize the strategic plan and annual strategic priorities and report activities and outcomes regularly to the governing board
- Build capacity in existing programs to increase enrollments; research potential new programs to expand programming

- Develop community inclusive programming to respond to identified community needs and opportunities
- Oversee class enrollment trends, instructor effectiveness, and participant satisfaction and make changes that increase satisfaction and ensure sustainable revenue from tuition
- Identify current and future facility needs, develop a capital finance plan, and implement a capital campaign

Organizational Management

- Oversee administrative and financial operations, including internal communications and assessments of programs and operations
- Maintain ultimate responsibility for budget and appropriate use of all funds, including compliance with requirements of grant-funded programs and services
- Develop, lead, evaluate, and retain engaged, effective Arbutus staff
- Oversee the recruitment, development, and retention of engaged, effective volunteers
- Oversee the general maintenance of the facility and work with landlord to ensure compliance with lease agreement
- Be familiar with all grants and grant obligations and ensure that grant timelines are met and required reports, submitted

Qualifications: All candidates should understand the human need for creative expression and connection to others within communities and have demonstrable skill in leadership, management, and maintenance of operations.

Requirements for this position:

- 2 years of higher education with educational experiences that support success in position
- 2 years of experience preparatory or comparable to duties and responsibilities of position
- Demonstrated excellence in organizational management with ability to set and achieve strategic objectives, engage and coach staff, and manage operations and budgets
- Demonstrated capacity for marketing, public relations, and fundraising
- Ability to engage a wide range of stakeholders and cultures and work effectively with diverse groups of people
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Office-related skills: word processing, corresponding using email, creating a presentation using standard software, and understanding information presented in spreadsheets

Desired qualifications for this position:

- Baccalaureate degree including educational experiences that align with position
- Experience of successful work with a governing board
- Office-related skills in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Experience with education management system (Arbutus uses CampusCE)

Working conditions: Work hours are predominately week days, but will include some evenings and weekends. Ability to travel to meet with regional stakeholders. Must be able to lift 20 pounds and work in both office and studio/workshop environments.