

Denali Arts Council Business Manager Job Description

Position Overview

Denali Arts Council is seeking a business manager to carry out day-to-day tasks, support DAC programs, and to help facilitate a collaborative environment between the DAC board, employees, volunteers, and contractors. This person will report to the board chair and act as a steward on behalf of the organization at large.

This is a salaried position requiring a commitment to maintaining a consistent, 30-hour per week work schedule, with some evenings and weekends required, beginning at \$20 per hour.

Applicants should have a passion for the arts and experience in facility or organizational management (or an advanced degree in a relevant field). Qualifications include proficiency in word processing, basic graphic design, website maintenance, time-management/organization, self-motivation, and outstanding interpersonal communication skills.

Please submit a resume, cover letter, and contact information for 3 references to info@denaliartscouncil.org by March 15.

For more information about the position, visit www.denaliartscouncil.org

Denali Arts Council is an equal opportunity employer. Position will remain open until filled.

Background

Our mission: We create and nurture community-based opportunities for artistic expression.

Founded in 1981, the Denali Arts Council (DAC) is a nonprofit organization committed to bringing the arts to the center of community life in the Northern Susitna Valley. DAC is an umbrella organization for multiple arts programs, including Denali Drama, Green Light Circus, and the Music Academy.

Day to Day

- Directs operations to fulfill organizational responsibilities.
- Oversees the management of all funds consistent with the organization's accounting system and tracks the annual budget to ensure responsible fiscal management.
- Oversees DAC facility management, maintenance and scheduling
- Manages memberships and donations
- Maintains the DAC website and social media platforms.
- Researches applicable grants and manages grant applications and reports.
- Manages DAC staff, contractors, and volunteers when applicable
- Serves as an advocate and spokesperson for the DAC.

Board, Program, Committee, & Community Collaboration

- Supports the Board, all programs, operations, facilities, and policies.
- Assists in the development of a funding plan and annual budget.
- Oversees facility scheduling and promotion of events.
- Works with the board to develop and maintain written Standard Operating Procedures and
- Provides a comprehensive monthly report to the board.
- Helps to seek Artistic Directors to fulfill programs.
- Assists with fundraising and financial strategies.
- Collaborates with Artistic Directors, community volunteers, and partner organizations.
- Develops effective working relationships within the arts that are represented in the Upper Sushitna Valley and the state of Alaska.

Experience & Qualifications

- 3 years of management experience or a Bachelor's or Master's degree in a relevant field
- Computer skills including word processing, basic graphic design skills, and basic website maintenance
- A team player with strong written, oral, and interpersonal communication skills.
- Ability to commit to a consistent work week with some evenings and weekends required.
- Passion for the arts
- While the pandemic continues, strict adherence to all COVID-19 mitigation measures as required by the DAC board, CDC guidelines, and state mandates.

Preferred Knowledge & Skills

- Nonprofit management experience
- Knowledge of rural and/or Upper Susitna area arts community.
- Grant writing experience.
- QuickBooks, advanced graphic design, social media platform integration, experience hosting virtual meetings and/or events.
 - Strong self-motivational, time-management, organizational, and creative problem-solving skills.
 - Collaborative Mindset: ability to positively motivate, train, and develop consensus among volunteers.
 - Culturally responsive; ability to effectively create a platform for diverse programming

Job Specs:

- Weekly salary: \$600/week
 - \$20/hr, 30 hours per week
- No health benefits provided
- Provisionary period: 60 days with periodic Board/committee reviews
- Longevity of the position is funding-dependent

Approved 2/16/21