

# LIVINGARTS

## JOB POSTING

**Position Title:** Director of Administration

**Organization:** Living Arts

**Location:** Detroit, Michigan

### JOB SUMMARY

Reporting to the Executive Director and supervising the operations manager, bookkeeper, and contractual grant writer, the Director of Administration is responsible for all financial, operational, administrative, fund development, marketing and strategic processes. This position has both internal and external leadership responsibilities that include, but are not limited to: overseeing the execution of organizational planning and human resource activities, assuring that the business of Living Arts is carried out efficiently and in full compliance with legal, financial and employment standards, and directing Living Arts' marketing and fund development strategies. The Director of Administration must exercise strong organizational leadership capabilities as well as professionally represent Living Arts with all external contacts. This position promotes the visibility of Living Arts in the community through public relations and advertising while also playing a key role in donor cultivation and revenue development strategies. The Director of Administration requires exceptional communication skills to network with current and potential supporters of Living Arts.

### CORE RESPONSIBILITIES & FUNCTIONS

1. Ensure ongoing and consistent organizational quality of administration, marketing, finances, fundraising, communications, and systems
2. Oversee hiring, termination, development, evaluation of performance, compensation and benefits of staff
3. Provide overall oversight and administration of all financial processes and functions
4. Direct the financial reporting, analysis, forecasting and budgeting operations of the organization
5. Expand local revenue-generating and fundraising activities to support existing program operations and future initiatives
6. Direct the design and implementation of fundraising strategies and campaigns
7. Ensure that all aspects of communication are deepened and refined
8. Increase the visibility of Living Arts programs across key stakeholder audiences, including potential contributors and funding sources
9. Develop and implement integrated strategic marketing plan to advance brand identity
10. Build and maintain relationships with all funding sources and vendors

11. Direct the design and distribution of all promotional materials
12. Direct the development and execution of an annual marketing and media relations plan
13. Supervise management of organizational systems, databases and technology
14. Determine and develop plans to meet new technology and information management needs

### **EDUCATION & EXPERIENCE**

At least three years of experience in a field related to finance, marketing, development, or human resources and a master's degree or commensurate experience in communications, business administration, or related field are required. Proficiency in QuickBooks is preferred. Ability to speak and write in Spanish as well as English and passion for arts education and youth development are plusses.

### **COMPENSATION**

Living Arts offers a competitive salary commensurate with your qualifications ranging from \$40,000 to \$50,000 and a comprehensive benefits package.

### **HOW TO APPLY**

Please submit a cover letter, resume, and contact information for three references at

<http://applycareers.net/director-of-administration-1>. Submit all documents together as one attachment.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, sexual orientation, veteran status, or on the basis of disability or any other federal, state or local protected class.