

## To Apply

Please send your letter of application, salary requirements and cv/resume to:  
[MSimkins@sloma.org](mailto:MSimkins@sloma.org)

Deadline for application is April 27, 2020

## SAN LUIS OBISPO MUSEUM OF ART EXECUTIVE DIRECTOR JOB DESCRIPTION

Subject to the general policies and expressed goals of the San Luis Obispo Museum of Art (“SLOMA”; “Museum”), the Executive Director is responsible for the day to day operation of the Museum including its administration and management, personnel, financial operations, fundraising, marketing, public relations and its partnership relations with the City of San Luis Obispo.

**Reporting relationship:** reports to the President of the Board of Directors of SLOMA.

### Administration and Management

- oversee the operation and business of SLOMA
- serve as staff to the Board of Directors
- knowledge and understanding of California Human Resources law and policy
- develop and maintain a program for efficient staffing
- maintain a spirit of teamwork with staff, artist groups and the Board of Directors
- assist all Standing Committees in completion of their responsibilities
- supervise policies and procedures and implement changes as needed
- work collaboratively with staff to best utilize strengths of the individuals
- keep the Board informed of the business of SLOMA
- assist in the orientation of new Board members
- work collaboratively with staff and Board to develop and execute a strategic plan.

### Financial

- in consultation with the Finance and Investment Committee develop the annual budget
- maintain budget controls
- ensure a balanced budget for operations
- in consultation with the Finance and Investment Committee, oversee prudent handling of all financial accounts.

### Fundraising and Development

- work closely with the Board of Directors
- develop, implement and manage campaigns to ensure the continuing growth of the endowment

- raise funds to maintain and improve the Museum building and equipment
- increase growth of annual fundraising
- lead the Board in creating a climate that encourages donors who, in turn, encourage others to give
- facilitate the consideration of SLOMA in legacy planning with the local community
- with the assistance of the Board, cultivate and maintain awareness of SLOMA with corporate donors and prospects
- supervise the maintenance of gift records and production of gifting reports
- maintain positive donor relations including timely acknowledgement of gifts
- partner with the Board in the development of short- and long-range plans and goals.

### **Marketing and Public Relations**

- represent SLOMA in a positive light to the community at large
- seek out and create opportunities to represent the Museum in the community both in writing and by speaking to community groups
- have a presence at Museum functions
- supervise a news release system to obtain media coverage
- ensure that SLOMA has an appropriate presence on social/new and traditional media
- prepare marketing materials including an annual Museum print piece
- assist in expansion of Museum programs through advocacy and financial support
- cultivate awareness of the Museum among patrons who are not yet donors.

### **Partnership and Community Relations**

- maintain good working relationships with the Museum's partners including the City of San Luis Obispo
- attend meetings of other arts groups as needed
- maintain a list of prioritized future capital improvement needs for purposes of possible fundraising efforts.

And all other duties as assigned by the President of the Board.

### **Authority**

- to hire personnel as provided within the approved Museum budget
- to supervise, discipline, replace or dismiss personnel
- to make expenditures in accordance with the approved budget
- discretion to approve non-budgeted expense up to an annually agreed upon amount per purchase without the approval of the Board of Directors.

This is an exempt position.

Employment is subject to the policies of SLOMA Personnel Handbook and the Bylaws of the San Luis Obispo Museum of Art.

### **Qualifications**

- Bachelor's degree or equivalent experience
- Minimum 5 years related employment experience in nonprofit arts management, fundraising and development
- Superb written and verbal communications skills
- Demonstrated ability to work independently and as part of a team
- Good technology skills including familiarity with social and new media
- Ability to lift and/or move 40 pounds
- Valid California driver license, proof of insurance and reliable transportation
- **Desirable:** Knowledge of the San Luis Obispo community; knowledge of fundraising software; knowledge of Bloomerang Donor Management software; CFRE

### **Salary and Benefits**

Salary commensurate with qualifications and experience.

**Special condition of employment:** Some evening and weekend work.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 (twenty) pounds and occasionally lift and/or move up to 40 (forty) pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EEO/AAP POLICY**

San Luis Obispo Museum of Art (“SLOMA”) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SLOMA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Museum has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. SLOMA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SLOMA’s employees to perform their job duties may result in discipline up to and including discharge.

This position manages employees and is responsible for the performance management and hiring of those employees.

The Mission of the San Luis Obispo Museum of Art (“SLOMA”) is to provide and promote diverse visual arts experiences for people of all ages and backgrounds through exhibition, education, creation and collaboration; and to preserve the Museum’s permanent collection as an artistic legacy of the California Central Coast.

