



Southeastern Minnesota Arts Council

Executive Director
Job Posting --- January 9, 2023

The Southeastern Minnesota Arts Council, Inc. (SEMAC) is currently accepting applications for the position of Executive Director. For information about SEMAC: <https://www.semac.org>

Organization Overview

The Southeastern Minnesota Arts Council, Inc. (SEMAC) is one of eleven Regional Arts Councils designated by the State of Minnesota to make final decisions on the use of appropriations for local/regional arts development. SEMAC has served Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona counties since 1977 and is charged with assessing regional needs and planning and administering programs and services using its legislative allocation. The combined counties of the SEMAC region have a population of 519,045, ranging from Minnesota's third-most populous city to industrial hubs to farming communities. In FY2022, SEMAC disbursed \$1,094,400 through 189 grants in the region.

SEMAC Mission

SEMAC exists to encourage, promote, and assist regional arts development by providing leadership, outreach, advocacy, mentorship, grants and services.

SEMAC Vision

- All community members are inspired to take part in the arts and build partnerships that promote the arts and artists.
- New culturally rich artistic opportunities are incorporated into our communities while preserving our existing artistic heritages.
- Community members, leaders, and policy-makers foster a climate that celebrates imagination, creativity, innovation, and excellence that encourages life-long participation in the arts.

Position Purpose

The Executive Director will be a visionary and community-oriented leader to steward the next chapter of SEMAC's work. The Executive Director will be responsible for leading the organization, and working with the Board of Directors, staff, arts community of the SEMAC region, and other community stakeholders to implement an inspiring vision and strategic direction for SEMAC. The Executive Director will be responsible for partnership and community-building, outreach across the SEMAC region with a focus on racial, cultural, and geographic equity, and advocacy for artists and the arts sector in the region.

The Executive Director oversees a staff of one, plus a communications contractor, and other staff and contractors as needed, and works with grant review panelists and stakeholders to deliver on SEMAC's mission and vision. This position is full-time, exempt, with an excellent benefits package. Position starting salary is \$100,000, salary will be commensurate with experience.

Key Responsibilities

Organizational Management

- Leads the staff and board, and ensures the vision and strategic direction of SEMAC through clear communication and work plans.
- Sets plans and policies for the organization to ensure its effective functioning and staff engagement.
- Recruits effective and equity-focused staff and board to meet the mission and vision of SEMAC.
- Serves as a member of the Forum of Regional Arts Councils of Minnesota to build partnerships and organizational support across the state.
- Serves as liaison to the Minnesota State Arts Board and McKnight Foundation.
- Ensures organizational activities comply with the rules and regulations set forth by the Minnesota State Arts Board, State of Minnesota, and other funders.
- Builds organizational relationships and partnerships to support artists and arts organizations in the SEMAC region.

Advocacy and Outreach

- Is an active community builder with direct outreach and relationship-building skills, willing to travel the region and show up to support the work of partners and stakeholders.
- Conducts virtual and in-person site visits with grantees and potential grantees to better understand the needs of the region.
- Advocates with politicians and stakeholders for the arts and SEMAC, partners with Minnesota Citizens for the Arts and other regional arts advocacy groups to build understanding and support for the Legacy Amendment.
- Finds new relationships for more equitable and inclusive grantmaking.
- Organizes information and activities to support advocacy on behalf of SEMAC, including financial impact, arts participation, SEMAC vision and goals, and relevant activities.

Program Management

- Develops and supervises grants programs, working with staff and grant review panels to ensure inclusive, equitable grant-making.
- Recruits quality panelists and develops transparent, equitable review processes for greater inclusion and artistic representation.
- Ensures effective communication about programs, through direct print and digital mechanisms, as well as speaking and presentation.
- Seeks out new opportunities for SEMAC funding, and expanding program opportunities and partnerships.

Financial Management

- Provides effective financial management of SEMAC as an organization, including budgeting, reporting, and allocation with state guidelines.
- Reports on SEMAC work to the Minnesota State Arts Board and McKnight Foundation, and other potential funders, as well as publicly to stakeholders.
- Prepares audit and meets state and federal requirements of nonprofit organizations.

Knowledge and Skills Required

- 5-10 years of increasingly responsible and mission-driven senior leadership, working with a staff and a Board of Directors.
- Proven ability in recruiting, training, supervising, and retaining highly effective staff, volunteers, and board members.
- Proven ability to successfully supervise, manage, and develop staff, and a willingness to learn alongside and from staff.
- Experience with the local arts communities and cultural institutions with technical and sector-specific knowledge, particularly in smaller or grassroots organizations.
- Ability to be nimble in working with groups of many styles at various stages of development.
- An understanding and working knowledge of the region served by SEMAC.
- Demonstrated experience engaging historically marginalized communities and the ability to apply a racial equity lens to all aspects of the work.
- Ability to bridge political, racial, and geographic differences in service of larger goals.
- Active community-building and outreach experience.
- Expertise in financial oversight and program management for a mid-sized organization.
- Experience in navigating the Minnesota Legacy Funding model, and other public and private funding models in the region and the nation.
- Ability to articulate your passion for the SEMAC mission.
- Leading effective strategic planning and collaborative vision planning.
- Write and present information in a concise and accurate manner.
- Computer competency and digital adaptability, familiarity with web-based applications.
- A strong commitment to constituent service and relationships.

Position Location

- Executive Director is expected to live in the SEMAC region.
- SEMAC currently has an office in Rochester, Executive Director should plan to be in the office for meetings and community connection regularly 2-3 days a week, with flexibility for travel and outreach.
- Candidate should have reliable transportation for meetings, outreach, and advocacy in the SEMAC region.

Position Benefits

- 100% employer paid health insurance for employee (Blue Cross Blue Shield of Minnesota)
- Paid vacation and sick leave
- Flexible work environment
- Travel reimbursement budget
- After 1 year of employment, employer contribution to employee directed IRA

TO APPLY

Please use the following link to upload a cover letter of interest for the position, and a resume listing your qualifications for the role. Submit your application here: <https://bit.ly/3GjetRV>. Please label your submission materials as follows: "Lastname_Firstname_Cover.PDF" and "Lastname_Firstname_Resume.PDF." The Southeastern Minnesota Arts Council is an Equal Opportunity employer. We actively welcome and encourage people who identify as Black, Indigenous, Native and/or People of Color, LGBTQ+ people, and people with disabilities to apply.

If you have questions about the role, please send them to semac.ed.applications@gmail.com. Applications will be reviewed as they are received, with a deadline of February 24, 2023. We anticipate conducting two stages of interviews; the first stage of interviews will begin in mid-March.