

Overview

The Oxford Arts Alliance (OxAA) seeks a dynamic and passionate Part-Time Executive Director with a specialization in fundraising. As our primary focus is on expanding our financial resources to support our mission and programs, we are looking for someone with a proven track record in securing grants, cultivating donor relationships, and implementing successful fundraising programs.

Key Responsibilities

Fundraising:

- Lead grant research, application, and management efforts, nurturing relationships with donors and foundations.
- Develop and expand the Partner of the Arts sponsorship program through strategic relationship building and partnership growth across critical areas.
- Cultivate sponsorship for special events, creating unique opportunities that distinguish the organization.
- Manage the Recurring Giving Program through GiveHub, ensuring timely acknowledgment of donations.
- Oversee merchandise strategy on Squarespace, including sales monitoring and new product development.
- Actively engage with donors at networking events and meetings to bolster fundraising initiatives.

Membership

- Solicit new members through targeted outreach and engagement strategies to grow the organization's membership base.
- Update and enhance membership benefits, ensuring they remain attractive and relevant.
- Oversee Artist Membership, acknowledging members on the website and highlighting their contributions.
- Develop and implement additional benefits and exclusive opportunities to enhance the membership experience.
- Maintain an up-to-date membership database for accurate record-keeping and efficient communication.

Community Engagement:

- Represent the organization in various community and networking events, strengthening community ties.
- Lead First Friday events, ensuring smooth operation, guest engagement, and effective volunteer management.
- Participate in and support local fundraisers, galas, and events to further community engagement.

Board Engagement and Executive Committee Participation:

- Prepare and present comprehensive board reports, actively contributing to the Executive Committee's governance and decision-making.
- Collaborate with committees and boards to create and upload the annual budget.
- Serve as the liaison for the exhibitions committee, ensuring seamless execution of art gallery activities.

Administration:

- Manage financial tracking and reporting in collaboration with accounting teams.
- Ensure building security and maintain a safe environment.
- Handle financial operations, including bill payments and record maintenance.
- Serve as the primary contact for emergency situations, maintaining compliance with regulatory standards.
- Collaborate with accounting partners for yearly audit and reporting.

HR and Team Management:

- Handle clearances and onboarding for new staff and instructors, covering the spectrum of human resources tasks.
- Foster a positive work environment through team building and support initiatives.

Qualifications:

- Experience preferred but all applicants will be considered.
- Strong understanding of fundraising principles, techniques, and best practices.
- Experience with Airtable, GrantStation, and QuickBooks, preferred.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Highly organized with strong project management skills and attention to detail.
- Proficiency in fundraising software and database management.
- Passion for the arts and a commitment to the mission and values of the Oxford Arts Alliance.

Benefits:

- Flexible schedule
- Approximately 20 hours per week
- Compensation commensurate with experience
- Opportunity to make a meaningful impact on the arts community in Oxford.

If you are a strategic thinker with a passion for fundraising and a desire to support the arts, we want to hear from you! Please submit your resume and cover letter outlining your qualifications and relevant experience to Mary Lou Baily, Oxford Arts Alliance Vice President (mlbaily@oxfordart.org). Applications will be reviewed on a rolling basis until the position is filled.