

NBO Executive Director

Job Description

The Executive Director has overall operational responsibility for the National Basketry Organization's programs, grants, fundraising and membership campaigns and administrative functions that include a strong working relationship with NBO's Board of Trustees. The Executive Director understands and is passionate about NBO's mission of engaging individual artists and craftspeople, building relationships with national organizations and regional guilds, and strengthening NBO's membership and financial base.

Responsibilities include:

Program Administration:

- Work with the Board on the planning of NBO's biennial conference that includes an exhibition and workshops.
- Lead and coordinate the implementation of plans.
- Ensure that administrative processes (registration & payment, website updating, contractual services) for programs are efficient and effective.
- Maintain administrative and fiscal controls.
- Coordinate marketing activities for programs.

Development Activities:

- Coordinate administration of annual appeal and other fundraising campaigns.
- Participate in the preparation of proposals for grant monies.
- In collaboration with the President and other Board members, develop and maintain donor relationships.
- Focus on membership retention and growth.

Board of Trustees Support:

- Attend all Board meetings.
- Assist the Board in achieving NBO's goals through its work in committees and as a board as a whole.
- Work in collaboration with the Board on planning, budgeting, programmatic and fundraising initiatives.
- Through monthly reports and other communication, ensure that information is shared easily.

Operational Oversight:

- Supervision of staff (administrative, media and publication managers) and its work.
- Participation in the production of financial reports.
- Supervision of data entry for financial systems.
- Supervision of website contractors to insure that information is correct.
- Supervision of the production of the quarterly publication and online newsletter.

- Working knowledge of financial reports, financial systems and membership database.

External Relationships:

- In partnership with the President and other Board members, represent NBO to agencies, organizations, guilds and the general public.
- Participate in the development of NBO-related marketing materials.
- Attend conferences, exhibitions and other events where NBO should be represented.

Skills and Experience:

Entrepreneurial mindset, adaptability, excellent written and verbal communication skills, ability to work collaboratively, experience in an arts-oriented non-profit, preference for complex projects involving multiple stakeholders.

Qualifications:

- Proven ability to successfully lead a non-profit organization.
- Demonstrated fundraising experience.
- Experience shaping and maintaining partnerships with cultural institutions.
- Grant-related experience.
- Experience using technology to maximize operational efficiency and membership outreach.
- Experience with print and online publication preparation and exhibitions.
- Knowledge of the basketry and/or fiber arts fields.

Hours of Work: 20 hours per week.

Location of Work: Geographically distributed administration. Work from your location with occasional travel to meetings and conferences.

Competitive compensation

About NBO

The National Basketry Organization is a non-profit organization that unites people interested in basketry to provide education and to promote basket making. Founded in the late 1990's, the organization now has approximately 600 members, most of whom live in the United States and Canada. Although most of NBO's members are basket makers, membership includes collectors, gallery owners, scholars, craft and art schools and museums. NBO's membership reflects the diversity of basketry in America. Its members include basket makers working in traditional materials and techniques as well as those who are using basketry materials and techniques to work in more contemporary and sculptural forms. Membership includes those who exhibit and sell their work as well as those whose interest is not commercial or professional.

Resumes accepted until 1/30/15. Send to j.nast@nationalbasketry.org