



Quinlan Visual Arts Center Seeks Executive Director

Organizational History and Overview

The Quinlan Visual Arts Center (QVAC) is Northeast Georgia's premier visual arts organization. Located in the charming Historic Green Street District of Gainesville, Georgia, the QVAC has served the area for nearly seven decades. Founded in 1946 as the Gainesville Arts Association, the QVAC evolved into an organization with a commitment to working artists combined with exceptional visual arts programming and educational opportunities for the entire family.

In keeping with its mission, "Bringing visual arts to life, and to the life of the community," the QVAC balances the roles of exhibiting fine art with providing art education. The 17,000 square foot facility hosts up to 20 major solo and group exhibitions each year and provides advanced workshops with nationally and internationally acclaimed artists, classes in all media and all skill levels as well as private lessons and summer art camps for children. Additionally, the beautiful facility and the accompanying sculpture garden are frequently rented for corporate meetings or weddings. The QVAC partners with area non-profit organizations to provide needs-based, community-focused outreach to children, teens, and seniors that benefit from fine art programs.

The QVAC is a 501 (c) 3 non-profit organization.

Job Description

The Executive Director is a strategic planner who can envision the QVAC at the next level and has the skills to take it there. The Executive Director is responsible for fundraising initiatives and strategies, including major gift fundraising and grant writing. The Executive Director also manages the QVAC staff and volunteers to ensure that the exhibitions and art classes the QVAC is valued for maintain their current level of excellence while growing in scope.

The Executive Director oversees day-to-day operations of the QVAC, including budget creation and adherence to, and handles a wide range of responsibilities contributing to the overall administration of the organization. The Executive Director is an excellent communicator and is the face of the organization to the Northeast Georgia region, the community, the membership, and to the artists who both exhibit and teach at the QVAC. A collaborative relationship-builder, the Executive Director will expand the influence of the QVAC and its value to the region.

The position reports to the Board of Trustees.

DESCRIPTION OF WORK:**ESSENTIAL FUNCTIONS:**

The following list is illustrative and is not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Board of Trustees Executive Committee from assigning specific duties not listed if such duties are a logical assignment to the position.

- Cultivates relationships with major stakeholders for the purposes of fundraising, including major gifts for special projects, operations and development of the Center.
- Plans, coordinates, and directs the operation of QVAC which includes carrying out the policies and programs as determined by the QVAC Board of Trustees; oversees operations including exhibits, facility maintenance, rental policies, educational outreach, and additions to or divestment of the permanent collection.
- Utilizes traditional, print, social, and other forms of new media to bring visitors to the QVAC and foster membership growth.
- Oversees QVAC budget including planning, preparing, monitoring and administering; recommends opportunities to grow and develop sustainable revenue streams.
- Oversees the operation of the QVAC gift shop, including selection of artists represented and best practices for profitability.
- Performs a variety of public relations activities; coordinates communication both internal and external concerning all aspects of QVAC, works closely with affiliate groups, such as the Georgia Art League, encourages and works with potential donors and sponsors, to increase Northeast Georgia citizens' appreciation of the arts, often gives presentations to various groups.
- Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner. Conducts annual staff evaluations.
- Ensures the operations and administration of the Center follow local, State and Federal regulations.
- Serves as principal advisor to the QVAC Board of Trustees, regarding QVAC issues and projects.
- Assists in the selection, evaluation, and orientation of new Trustees members.
- Attends Board meetings as Executive Director.

IMPORTANT FUNCTIONS:

- Attends conferences, seminars, workshops, and other training for professional development purposes.
- Understands the role of technology in information exchange and works to ensure that the QVAC employs current and innovative methods needed to reach multiple demographic groups.
- Prepares annual report and other special reports as prescribed by the Board.
- Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of art and art history; non-profit management, fundraising principles and techniques; public relations.

Abilities

Effectively lead and manage QVAC; cultivate and secure financial donations; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills dealing with QVAC volunteers and interns; effectively supervise and develop QVAC staff; regularly attend evening and weekend meetings and/or engagements; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including QVAC Board of Trustees, community leaders, artists, and other department staff, government agencies, and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens. Perform effectively as a member of the team in carrying out the QVAC's stated mission and philosophy. Availability to work evenings and weekends as needed.

Experience, Education, and Training

Bachelor's degree required with a Master's preferred, but not required. Area of study may range from public relations/communications, non-profit management, art history, MBA, or MFA. Five or more years of experience as a senior manager at a non-profit organization required with corresponding experience as a professional fundraiser with a working knowledge of planned giving, endowments, and IRS rules governing charitable giving.

HOW TO APPLY:

Interested candidates should submit a current resume, cover letter, and three professional references by mail by July 15, 2019.

Quinlan Search
P.O. Box 266
Gainesville, GA 30503

The cover letter should address four major areas of information, including: comparable work experience and past successes, leadership experience and qualifications, fundraising capacity, and a statement to convey their vision for the Quinlan Visual Arts Center. The approved candidate should be able to assume the Executive Director position by September 2019.

Job Type: Full-time

Salary: Commensurate with experience and qualifications. Benefits package includes salary, health insurance, and PTO.