

Hays Arts Council Executive Director

Position Summary

The Executive Director is responsible for leading the day-to-day operations of the Hays Arts Council and serves as an engaged cultural leader in the Hays community and Ellis County. A key expectation of this position will be to build an audience of supporters for the arts through robust programming. This position also provides resources and expertise related to financial management, strategic planning, and board relations.

Key responsibilities include:

- Strategic Leadership:
 - Collaborate with the Board of Directors and the community to develop and execute a comprehensive strategic plan aligned with the Hays Arts Council mission and goals.
- Operational Management:
 - Provide exceptional service to patrons and community partners.
 - Manage day-to-day operations of the organization, including the recruitment, supervision, training and development of staff and volunteers, financial and budget oversight, and resource allocation.
 - Oversee operation of the gift gallery.
 - Implement efficient systems and processes to support program delivery and administrative functions.
- Programs:
 - Promote the visual, performing, and literary arts for the people of our region.
 - Organize programs, events, exhibitions, and presentations.
 - Collaborate with artists to design galleries for events and exhibits.
 - Market programs and activities through print and online mediums.
 - Monitor and evaluate program effectiveness to ensure quality and impact.
- Financial Management:
 - Develop and communicate an annual budget that reflects organization goals.
 - Compile and provide monthly and annual financial reports.
 - Collaborate with the Board of Directors and financial advisors to determine appropriate investments.
 - Maintain compliance with tax regulations.
- Fundraising and Development:
 - Identify and cultivate potential funding sources, including grants, corporate sponsorships, and individual donors.
 - Lead fundraising initiatives and campaigns to achieve revenue goals.
 - Build and maintain strong relationships with key stakeholders and donors.

- Board Relations:
 - Provide regular updates to the Board of Directors regarding organizational progress and key decision-making.
 - Collaborate with the Board of Directors to develop strategic direction and oversee governance practices.
- Community Engagement:
 - Represent the Hays Arts Council at cultural events, conferences, and community gatherings.
 - Build partnerships with organizations to leverage resources and collaborate on initiatives.
 - Communicate the organization's impact and mission to the broader community.
 - Prioritize the cultivation of engaged Hays Arts Council members and volunteers.
- Facility Management:
 - Ensure the smooth and safe operation of the building, including maintenance, repair, security, cleaning and utilities, while adhering to regulations.
 - Encourage and manage community use of the facilities.

Job Requirements

Required Education and Experience:

- Passion for the arts.
- Bachelor's Degree.
- A minimum of five years of professional work experience.

Preferred Skills and Qualifications:

- General understanding of office software (e.g., Microsoft Office, QuickBooks, Adobe).
- Leadership and communication skills, with the ability to effectively interact with diverse stakeholders.
- Grant writing, financial management, and fundraising skills.
- Understanding of non-profit management and best practices for 501(c)(3) organizations.
- Strategic planning and program development.

Salary and Benefits:

The salary range for this position is \$48,000-\$52,000 annually commensurate with experience. Salary can be negotiated following proven administrative, programming, and fundraising success. An insurance stipend will be provided. Time off is granted for major holidays and personal days.

To Apply

Submit a cover letter, resume, and three professional references in one PDF to Board President, Brittney Squire, at brittneymysquire@gmail.com. The priority deadline is May 31, 2025.

About the Hays Arts Council

Founded in 1967, the HAC is proud to be Kansas' first community arts organization, and 35 years later (1998) receiving the Kansas Governor's Arts Award. What began as a completely volunteer organization without an office or gallery is now a thriving organization that owns two buildings in downtown Hays, providing art education, exhibitions and entertainment.

Programming now includes the Smoky Hill Art Competition & Exhibition, Five State Photography Competition & Exhibition, arts-in-education experiences for 12 area elementary schools, classes for children & adults, and seasonal community Art Walks.

About Hays

Hays is a vibrant college town of approximately 20,000, located halfway between Kansas City and Denver on Interstate 70. Hays is the county seat of Ellis County and is the regional center for education, health care, professional services, shopping, culture, and recreation for the western half of Kansas. The community boasts excellent recreational programs and facilities, including the comprehensive Center for Health Improvement, Hays Aquatic Park, Smoky Hill Country Club, Hays Municipal Golf Course, and extensive walking, running, and biking trails. Hays is within 45 minutes of two large lakes that offer great opportunities for boating, fishing, and camping. The Hays Municipal Airport provides connecting service to Denver with several flights daily. The Hays community is home to excellent Pre-K and K-12, public and private schools. With over 60 restaurants, major retail outlets, a low unemployment rate, and very short commute times, the city provides a safe, welcoming, low-cost, high-quality living environment for the residents who call "Hays, America" home.