Executive Director Position Description and Call For Applications
Full-Time, Exempt

Position Summary

Piqua Arts Council (PAC) is seeking a passionate, driven, and community-minded leader to serve as its next Executive Director! This individual will oversee operations, fundraising, financial management, programming, and strategic growth in partnership with the Board of Trustees.

PAC is currently navigating a period of transition and seeks a leader with proven nonprofit management experience and a record of securing funding for major projects. The ideal candidate is a proactive, solutions-oriented leader with strong organizational and financial skills, a collaborative spirit, and a passion for the arts. We're looking for someone who can think strategically, build meaningful relationships, and lead PAC into its exciting next chapter.

Key Responsibilities

- Lead PAC's daily operations, strategic initiatives, and long-term growth, balancing strategic leadership with hands-on management.
- Oversee annual budgeting, financial reporting, bookkeeping processes, and financial accountability in collaboration with the Treasurer and bookkeeper.
- Monitor cash flow, develop financial projections, and implement strategies to strengthen organizational financial sustainability.
- Oversee fundraising and development efforts, including sponsorship acquisition, grant management, donor cultivation, stewardship, and fundraising events.
- Partner with the Board of Trustees and committees to advance strategic priorities, strengthen governance, and achieve organizational goals.
- Supervise and support staff while overseeing personnel management, organizational capacity, and professional development.
- Oversee the planning, budgeting, implementation, and evaluation of PAC's programs.
- Build and maintain relationships with artists, volunteers, businesses, schools, community organizations, and other stakeholders.
- Direct organizational marketing, communications, and public relations while serving as a visible community leader.
- Develop and maintain organizational systems, policies, procedures, contracts, and administrative compliance to ensure effective operations.

Other Responsibilities

- Attend board meetings, committee meetings, programs, and community events as needed.
- Perform additional duties as necessary to support PAC's mission and organizational operations.

Qualifications

- A minimum of five years non-profit leadership experience.
- Bachelor's degree in Nonprofit Management, Business Administration, Arts Administration, or a related field preferred.

- Experience working collaboratively with boards of directors, volunteers, and community partners to support organizational goals and initiatives.
- Experience supervising, managing, and supporting staff, including delegation, performance evaluation, and professional development, preferred.
- Experience in nonprofit management, organizational leadership, arts administration, or a related field.
- Strong financial management, budgeting, and organizational planning skills.
- Strong leadership, communication, and problem-solving skills.
- Proficiency in Microsoft Office and Google Workspace; familiarity with QuickBooks preferred.
- Proficiency in social media management, digital marketing, and website administration, including content creation, scheduling, publishing, and maintaining accurate, up-to-date information across all platforms.
- Commitment to community engagement, collaboration, and accessibility in the arts.
- Demonstrated knowledge of the Piqua-area funding landscape and regional arts community.

Work Environment & Requirements

- Full-time position with regular Monday–Friday business hours. Specific office hours and scheduling expectations will be determined by the Board of Directors.
- Primarily in-person position, with potential hybrid work flexibility at the discretion of the Board of Directors, based on job performance and organizational needs.
- Flexibility to work evenings and weekends as needed for board meetings, programs, events, and other organizational commitments.
- Occasional local travel and lifting of up to 50 pounds.

Benefits:

- Salary starting at $60,000, negotiable based on experience
- Generous paid vacation and personal time, increasing with years of service.
- 11 paid holidays annually.
- Flexible work schedule.
- Professional development opportunities.

All benefits are subject to PAC's personnel policies and applicable employment agreements.

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to:
Michael Cox, President of the Board of Directors
Piqua Arts Council
office@piquaartscouncil.org

The first review of applications will begin on **November 17, 2026**, with applications reviewed on a rolling basis thereafter until the position is filled.

Equal Opportunity Employer

The Piqua Arts Council is an equal opportunity employer committed to creating an inclusive and welcoming environment for all employees, participants, and community members.