

Executive Director

Position Summary

The Executive Director provides leadership and direction for all programming, day to day operations and strategic planning for the organization. The Executive Director is also responsible for all fundraising, sponsorships, as well as financial and administrative management. The Executive Director is a full time exempt position and reports to the Board of Directors.

The Organization Summary

The Sioux Falls Jazz & Blues Society is a non-profit arts organization in Sioux Falls, South Dakota with a 15 person Board of Directors, subscribers and large volunteer base. Programming includes educational outreach/workshops, a seasonal concert series and annual JazzFest. The organization was established in 1988 and serves the city of Sioux Falls, State of South Dakota and surrounding region.

Job Description

The Executive Director oversees all aspects of day to day operations.

The Executive Director, reporting to the President of the Board of Directors and Executive Committee, will work with the Board of Directors. The principal duties of the Executive Director include:

- Serve as the fulltime senior staff member for the Sioux Falls Jazz & Blues Society.
- Work with the Board of Directors, the Executive Committee and membership of the Sioux Falls Jazz & Blues Society.
- Schedule all events and programs for the Sioux Falls Jazz & Blues Society, including the concert series and JazzFest.
- Enter into all contracts for artists and services for the Sioux Falls Jazz & Blues Society.
- Provide all documentation of incorporation and legal records as required by the state of South Dakota and by the Internal Revenue Service for the Sioux Falls Jazz & Blues Society.
- Maintain all record keeping, banking and book keeping for the Sioux Falls Jazz & Blues Society's finances.
- Establish all budgets for programs and operations and monitor expenses of the Sioux Falls Jazz & Blues Society.
- Coordinate all fundraising and sponsorships of the Sioux Falls Jazz & Blues Society.

- Coordinate all grants of the Sioux Falls Jazz & Blues Society.
- Maintain an operational office and equipment.
- Required to hire and coordinate activities of all staff members.
- Coordinate with staff to obtain volunteers of the Sioux Falls Jazz & Blues Society, JazzFest and other special events.
- Responsible for finding the JazzFest committee chairman and all committee volunteers.
- Facilitate interactions between the Board of Directors and committee members and volunteers.
- Responsible for all correspondence to stakeholders, subscribers, sponsors and board members.
- Coordinate with staff on all correspondence with press and media, including interviews and press releases.
- Coordinate with staff on all advertising, marketing and promotion of the Sioux Falls Jazz & Blues Society.
- Coordinate with staff on all educational programming of the Sioux Falls Jazz & Blues Society.
- Provide guidance and expertise in all phases of business of the Sioux Falls Jazz & Blues Society.
- Act as the spokesperson of the Sioux Falls Jazz & Blues Society.
- All other duties as assigned by the Board of Directors.

Qualification Requirements

Essential

- Knowledge of arts organization management.
- Demonstrate strong leadership and organizational skills.
- Demonstrate analytic ability, knowledge of basic business principles and communication skills.
- Works effectively with a variety of stakeholders.

Desirable

- Experience in arts administration.
- Knowledge of jazz and blues music, artists and appropriate venues.
- Knowledge of federal and state agencies within the arts.
- Knowledge in the history of the organization and community.
- Demonstrate a strong connection to the arts through volunteer service.
- A 4-year college degree or higher

Interested parties may email a cover letter and resume to Board President, Kevin Rovang, at kevinrovang@gmail.com.