



Executive Director

FAME (Foundation for Art and Music in Elementary Education)
a 5013c non-profit organization located in Fort Wayne, IN
www.famearts.org (260 247 7325)

FAME is looking to immediately fill the full-time position of Executive Director.

Job Summary

FAME is a non-profit arts organization that has been delivering educational arts programs to elementary schools for 35 years.

The Executive Director serves as the face of FAME and her/his duties include overall administrative and management of FAME including programs, fundraising and business operations. Candidates must possess a Bachelor's degree or equivalent life experience, knowledge and interest in the Arts and knowledge of non-profit organizations and their inner workings.

Required skills: The ability to multi-task and be a self-starter and the ability to represent FAME in a positive manner. Strong communication skills, fundraising and donor management, event planning and implementation, computer proficiency in Microsoft 365, Word, Excel, Publisher and other programs as they become available and useful to this position. Ability to maintain FAME's digital and social media presence.

All interested candidates who meet the necessary qualifications should email their resume and cover letter to Christine Thompson at cthompson@famearts.org.