

FAME Executive Director

FAME is a nonprofit arts organization that has delivered educational, multicultural arts programs to elementary schools for more than 40 years.

famearts.org

Position Summary

The Executive Director provides organizational leadership by coordinating program management, fundraising, board relations, and administrative operations. As FAME's primary employee, the Executive Director serves as the central point of coordination for organizational initiatives, community partnerships, and day-to-day operations while advancing the mission and strategic priorities established by the Board of Directors. This role is highly collaborative and is designed to support a working Board of Directors whose members actively contribute to the organization's programs, fundraising, and governance.

Program Management (Approximately 50%)

- Coordinate the work of Board committees by helping establish priorities, assigning responsibilities, tracking progress, and ensuring projects move forward.
- Serve as the primary point of contact for community partners.
- Coordinate project timelines, deliverables, and follow-up actions.
- Maintain relationships with community partners, schools, artists, and other stakeholders.
- Coordinate organizational communications and marketing efforts in partnership with Board committees and volunteers.
- Ensure organizational initiatives are implemented in alignment with the Board's strategic priorities.

Fundraising & Development (Approximately 35%)

- Coordinate FAME's fundraising and development activities in partnership with the Board of Directors and volunteers.
- Manage grant administration and collaborate with the contracted grant writer throughout the grant development process.
- Coordinate donor communications, fundraising mailings, and annual giving activities.
- Maintain donor records and fundraising databases.
- Develop and maintain sponsorship relationships.

Board Relations (Approximately 10%)

- Prepare Board and committee meeting materials.
- Coordinate Board communications.
- Support Board and committee meeting logistics.
- Maintain Board records and organizational documentation.

General Administration (Approximately 5%)

- Coordinate administrative operations that support the organization's day-to-day activities.
- Maintain organizational records and files.
- Coordinate bill payment with the Treasurer and contracted accountant.

Position Details

- Part-time, non-exempt position.
- Average of **10–20 hours per week**, with additional hours during major events and organizational activities.
- Compensation: **\$30.00–\$32.00 per hour**, depending on qualifications and experience.
- **Position Growth:** The Board's long-term goal is for this position to grow into a full-time Executive Director role as the organization continues to expand, subject to organizational needs and available funding.

Desired Qualifications

- Bachelor's degree or an equivalent combination of education and professional experience in nonprofit management, arts administration, communications, education, business, or a related field.
- Experience coordinating projects, programs, or events involving multiple stakeholders.
- Demonstrated ability to build and maintain positive relationships with volunteers, community partners, donors, and the public.
- Experience with fundraising, donor stewardship, sponsorships, or grant administration is preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities independently.
- Experience working with or supporting boards, committees, volunteers, or community partnerships is highly desirable.
- Passion for the arts and a commitment to FAME's mission.

Our Commitment

FAME is an equal opportunity employer committed to fostering an inclusive workplace. We believe diverse experiences, perspectives, and backgrounds strengthen our organization and our community.

We recognize that no candidate meets every desired qualification. If you're excited about this opportunity and believe you could contribute to FAME's mission, we encourage you to apply. We'd love to hear how your unique skills and experiences can help expand access to the arts in our community.

How to Apply:

Please submit a resume and cover letter to Board Chair Andie Mosley at andiefamearts@gmail.com.