

## Executive Director Job Description

---

**Vision:** *To attract the best authors, create and maintain a sense of intimacy between writers and readers and offer Festival programming at no cost.*

**Mission:** *The Tucson Festival of Books is a community-wide celebration of literature. Offered free-of-charge, the Festival exists to improve literacy rates among children and adults. All proceeds from the Festival support local literacy programs.*

**Purpose:** *To provide financial support to literacy partners at the highest possible level.*

---

**Position Title:** Executive Director

**Location:** Tucson, AZ

**Full-time:** September through May

**Part-time:** From June through August

**FLSA:** Exempt

**Position Description:** The Executive Director (ED) reports to the Board of Directors and is supervised by the Steering Committee Chairman. The ED is responsible for the following:

- Manage regular and ongoing operations
  - Manage and direct implementation of Board policy
  - Manage affairs of the Corporation to insure compliance with all relevant local, state, federal and Internal Revenue Service non-profit corporation regulations
  - Direct and review both the budget planning process and the approved budget
  - Recruit, manage and evaluate a staff of professionals to assist with various Tucson Festival of Books programs, projects and activities
  - Supervise the management of all Festival assets in accordance with Board policies
  - Develop and recommend to the Board from time to time administrative and personnel policies and implement as directed.
- Provide outreach of the organization in support of its sole mission to produce a premier non-profit community book festival to fund literacy organizations and/or programs in Southern Arizona.
- Work closely with the Board of Directors, steering committee members, volunteers, and the community to meet and advance the organization's annual goals and objectives.
- Function under the direction and policies established by the Board of Directors. In many cases, the ED is the primary spokesperson for the organization, relating to book festival (event).
- The ED's performance is evaluated annually by the steering committee chairman with input from the Board of Directors. Performance goals are jointly developed, tracked and supported by the leadership.

- The ED is expected to demonstrate performance that displays leadership and effective organizational and communication skills.
- Succeed by working effectively as a team member, participating in community outreach, being flexible, being a self-starter, creatively finding and using resources to meet organizational goals and objectives
- Understand how to motivate, support and communicate with a strong volunteer Board of Directors and steering committee
- Energize and motivate a large volunteer contingent, is passionate about community and high-profile community events,
- The ED is passionate about the organization's mission to support local literacy efforts, authors and book readers of all ages.

#### **Duties & Responsibilities (including but not limited to):**

Review the status, strengths, financial standing, challenges of the organization and its initiatives. Work with the Board of Directors to establish a strategic plan to produce the most cost-effective and most-engaging free literary event while supporting year-round events that build on a solid foundation as one of the state's and nation's premier non-profit book festivals.

- **Financial reporting and responsibility** – Working with the board of directors, the treasurer, and appropriate steering committee members, establish, support and maintain protocols for tracking revenue and expense, develop and support a comprehensive overview/accounting of the financial health of the festival, including periodic reports to the Board of Directors and steering committee. Support the organization's policies regarding interest bearing accounts and checking account management. Manage Tucson Festival of Books event insurance deadlines.
- **Steering Committee** – Assist the steering committee chair by establishing, reinforcing, evaluating and improving work practices, collaboration, communication and problem-solving. This will be achieved through adherence of the organization's governance policies, setting clear expectations, effective internal/external communication, and collaborative decision-making. Responsibilities included but are not limited to assisting the Steering Committee Chair in creating monthly steering committee agendas that focus on setting, reviewing and meeting shared goals and objectives, accountability, multi-level internal/external collaboration, information sharing and productive discussion, training and use of core data bases, and a focus on meeting or exceeding the organization's goals, objectives and responsibilities.
- **Internal/external relationships** – Identify, explore, develop, advance and assist in the management and involvement of high-value relationships/partnerships that build strong internal/external communication, useful feedback, collaborations and results in support of the organization's goals and objectives. These relationships include the Board of Directors, steering committee, volunteers, sponsors, the University of Arizona staff, exhibitors, vendors, authors, the community and appropriate constituency (literacy) groups.
- **Communication** – Help develop, manage and enhance appropriate internal communication to ensure that all facets of the organization can communicate effectively and in a timely manner. This can be accomplished through the effective use of documentation, regular e-mail communication, manuals, databases, FAQs, web site, social media, and regular monthly reports to the steering committee and quarterly reports to the Board of Directors.

- **Database development** – Assist in the development, management and enhancement of the organization's internal/external information infrastructure and data management/data storage, including the core data base system and web sites, and apps. Additionally, train users on navigating, using and improving the core systems.
- **Funding stability** – Support efforts of the Board of Directors and sponsorship chair to identify and develop new funding sources and/ or increase existing sponsor contributions, including support of the advancement of Friends of the Festival. Working with marketing committee, develop and keep current a comprehensive sponsor packet for potential funders. Set up a calendar with all of the grant deadlines. Assist the Sponsor Committee in meeting the deadlines.
- **Marketing and outreach** – Support the efforts of the marketing committee, Board of Directors, steering committee, volunteers, Friends of the Festival, and appropriate community groups in regularly sharing information about the festival and its activities. This includes assisting in the development and review of all marketing materials for internal/external use and community outreach in support of the festival.
- **Staff resources** – Where additional staff resources are possible, through interns or paid positions, the ED is responsible for establishing position expectations, objectives, workflows, reviews of staffing effectiveness and communication to the steering committee chairman on outcomes as directed by either the ED or the steering committee.

#### **Personal Characteristics:**

The Executive director should demonstrate competence in the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- **Ethical Conduct:** Understand ethical behavior and business practices. Ensure that own behavior and the conduct of other staff members is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity / Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Organization Needs:** Anticipate, understand, and respond to the needs of internal and external constituents to meet or exceed their expectations within the organizational parameters
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interest of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans,

and evaluate the process and results

- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- **Think Strategically:** Assess options and actions based on trends and conditions in the environment and the vision, mission and values of the organization

**Minimum Qualifications:** Bachelor's degree and experience managing and directing a comprehensive fundraising program.

**Preferred Qualifications:** Demonstrated success in planning, organizing and managing fundraising campaigns; and experience building advisory boards and committee structures.

**Competencies:** Advanced knowledge of Microsoft Office Suite applications, financial management, email and internet. Knowledge of project management principles preferred.

**Working Conditions:** Normal office environment. The mission of the organization may sometimes take the Executive Director to non-standard workplaces such as outdoor environments