

LIBERTY CENTER ASSOCIATION FOR THE ARTS

Job Description – Business Director

The LCAA **Business Director (BD)** will be under the specific direction of the President of the Board of Directors and their designees for specific functions, e.g. financial issues will be addressed by the Treasurer of the Board. This job requires evening weekend, and some late-night hours.

The responsibilities of the BD include, but are not limited to the following:

FINANCIAL MANAGEMENT (10% of time)

- Work with the treasurer and Executive Board in developing the annual budget for the board approval.
- Prepare final reports on the financial outcome of individual projects.
- Ensure that tax returns, licenses, and insurance(s) are prepared, reviewed and submitted in a timely manner.

OPERATIONS MANAGEMENT (15% of time)

- Work with the Building and Grounds (BG) representative to oversee repairs & maintenance of the property.
- Responsible for property rentals, to include the negotiating, signing, and execution of rental contracts.
- Maintain **overall** LCAA calendar of events to assure cohesive programming AND no overlaps (consider Sedalia events, as well).
- Work with **BG, Marketing, Resource Development and Social/Patron** committees to define short and long-term plans to entail both short and long-term goals regarding programming, policies, and budgets.
- Oversee the agendas and activities conducted within the **BG, Marketing, RD, and Social/Patron** committees to assure cohesive efforts are put forth from ALL CAA committees. Attend all of their committee meetings and assure monthly reporting is provided.
- Maintain a supply of current marketing materials that dynamically represent the organization.
- Coordinate production and distribution of annual newsletter.
- Work with the AED to make sure the shared Marketing, Social-Patron and Resource Development committees are informed of any current and upcoming events and that they remain productive and focused on LCAA's short and long-term goals.

DEVELOPMENT AND FUNDRAISING (35% of time)

- Provide leadership for and actively participate in fundraising/development activities including Direct Mail Solicitations, Personal & Business Membership Drives, and Capital Campaigns.
- Evaluate and report the results and opportunities when it comes to **BG, Rentals, Marketing, RD, and Social/Patron activity**.
- Research Grant Opportunities having to do with **all aspects of the Liberty Center functions**.
 - Prepare and/or work with retained grant writers to ensure data accuracy
 - Complete all grant reporting, as required, in a timely manner
 - Develop and maintain ongoing follow-up to ensure execution of approved grants

COMMUNITY/CONSTITUENT RELATIONS (20% of time)

Serve as a spokesperson and arrange for public presentations on behalf of the Association & work with other art organizations to provide comradery and synergistic activities for the betterment of the Arts.

BOARD RELATIONS (10% of time)

- Coordinate long-range and annual planning in collaborations with the Arts Ed Director and BoD,
- Present a report of activities, finances, and upcoming events of the organization at the monthly BoD meeting.

PERSONNEL MANAGEMENT (10% of time)

- Work with volunteer coordinators to recruit and supervise volunteers relating to the following the Building & Grounds, Marketing, Resource Development, and Social-Patron committees.
- Prepare a Personal Development Plan while working with the board and appropriate team.