



**2022-20223
BOARD OF DIRECTORS**

OFFICERS

Dan Lere
President
Federico Almarez
Vice President
Tom Kirschbaum
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DIRECTORS

Hal Henthorne
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**HONORARY DIRECTOR
EMERITUS**

J. Paul Taylor

DIRECTORS EMERITI

Scott Breckner
Glen Cerny
Heather Pollard
Ron Saltzman
Diana Seward
Lanova Sheets
Kathleen Squires
Marcia Starich
Jim Vorenberg
Heather Pollard

STAFF

Greg Smith
Executive Director

Catherine Pitcaithley
Office Administrator

Penny Peace
Gallery Manager

Gabriella Lopez
NMSU Intern
Program Manager

Position Announcement Executive Director

Position Purpose:

The Executive Director reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives. The Executive Director shall be responsible for the overall administration, management and organizational operations.

Required Education / Training / Experience

Bachelor's degree from an accredited college or university with major work in business or arts administration, 3-5 years of demonstrated success in building and leading an organization. Preferred experiences include the following:

- Successful fundraising and grant writing experience
- Ability to create and maintain positive relationship with staff, Board members and community members
- Experience in creating and implementing creative arts-related events
- Experience in managing and allocating a limited budget
- Experience in marketing for a non-profit organization

Job Functions

- Fund raising
- Grant writing
- Strategic Planning
- Program development
- Staff leadership and Management
- Community Relations
- Board Relations and Development

Envisioning a Community Where the Arts Thrive



Salary

Based on experience

Physical Demands and Working Environment

Majority of work is done in an office setting under a controlled environment with some outdoor activities. Physical demands include occasionally lifting and carrying items weighing up to 20 pounds.

To apply please submit a letter of interest and a résumé, including references to;

Doña Ana Arts Council
P.O. Box 1721
Las Cruces, NM 88004

No applications will be accepted after December 9, 2022.

Envisioning a Community Where the Arts Thrive