

Executive Director (Full-Time)

Lowell Festival Foundation

67 Kirk Street
Lowell, MA 01852

Description:

The Lowell Festival Foundation is a nonprofit arts organization founded in 1974 that co-presents the Lowell Folk Festival, Lowell Summer Music Series and other events. The Lowell Folk Festival is one of the largest free folk festivals in the nation that strives to present the very finest of traditional music, food and crafts. The Festival, now in its 32nd year, is the City of Lowell's premier cultural event and is collaboratively produced by six presenting partners: City of Lowell, Lowell National Historical Park, National Council for the Traditional Arts, Greater Merrimack Convention & Visitors Bureau, Greater Lowell Chamber of Commerce and the Lowell Festival Foundation. Find more information at <http://www.lowellfolkfestival.org/>. The Lowell Summer Music Series is in its 29th year, consisting of 17 paid-admission evening concerts by national artists and 10 free children's shows presented in conjunction with Lowell National Historical Park. More info at <http://www.lowellsummermusic.org>

Qualifications:

The Executive Director must be able to work within a collaborative management structure and inspire others to share the partnership's vision and commitment to the Foundation's mission. Leadership, management skills, and experience working within a community setting will be key qualifications for this position. He or she will most likely have considerable experience in planning and management of large events, programs and/or activities. In addition, he or she must be a capable fundraiser, a strategic thinker, planner and problem solver. A successful candidate will be impressive in making presentations before executives, elected officials and potential funders. He or she must be able to work closely with the Trustees and partner staff to promote an open, inclusive environment that emphasizes cooperation and teamwork.

Bachelor's degree from an accredited school; previous management experience in a department head, executive role or as an event manager; strong fiscal skills with experience in creating and controlling operating and program budgets of \$250,000 or greater; excellent oral and written communication skills and computer literacy; success in raising funds to sustain and grow an organization.

Specific Responsibilities:

Organizational Management: Responsible for the day to day operation of the Lowell Festival Foundation office; responsible for the management of a partnership driven operation that includes volunteers and staff from Festival and Music Series

partners; develops committees to implement event plans and coordinates actions needed to carry them out; represents the partners as an active partner and liaison with the community, media, non-profit organizations, and businesses; coordinate strategic plan to identify ways to enhance long term sustainability.

Fundraising: Responsible for developing and executing the fundraising strategy; works with Trustees of the Lowell Festival Foundation to create fundraising campaigns and events; serves as the primary liaison with funders and prospective sponsors; develops and submits grant applications; coordinates revenue generating programs; and assures fulfillment of commitments made for sponsorships.

Logistics: Responsible for assuring coordination of all logistics for the Folk Festival for a seamless final product. Lead responsibility for insurance coverage, various equipment rentals, artist/crew credentials, etc. and coordination of committees dealing with other logistical, production, security and other tasks.

Administration and Budget: Manages the annual budget development process and coordinates proposed committee budgets and revenue generation model; uses Excel to present budgets (knowledge of Quickbooks accounting software a plus); maintains Festival records; carries-out day-to-day administrative responsibilities; oversees fiscal activities for the Lowell Folk Festival and the Lowell Summer Music Series; communicates key information to Festival Partners Committee; and assures accountability and reporting to the Foundation Trustees in coordination with the Foundation's Accounting Manager.

Marketing: Serve on the Marketing Committee to guide the development of an effective marketing program that builds the Festival brand through various public relations, advertising, marketing, media, and social networking sites.

How To Apply:

Your application should include your resume and a cover letter with an explanation of your qualifications. Submit all information to **LowellFolkFest@gmail.com**

Salary: Salary range \$45,000-\$55,000 commensurate with experience, negotiated benefits.

Date Posted:

1/24/2018

Apply by:

2/16/2018