



NEBRASKA CULTURAL ENDOWMENT
Arts + Humanities
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POSITION ANNOUNCEMENT

Executive Director

Nebraska Cultural Endowment

Location: Statewide organization based in Omaha

Application deadline: A September 1, 2017 closing date is desired, however the search will remain open if the right candidate is not identified by that time.

General Summary of the Position: The Nebraska Cultural Endowment is a 501(c)(3) corporation that was created to raise funds and invest them in response to an endowment created by the Nebraska legislature to support the work of Humanities Nebraska and the Nebraska Arts Council. The two agencies cannot access the state fund unless earnings are matched with private dollars raised by the Nebraska Cultural Endowment. Working in collaboration with the board of directors, the executive director is responsible for raising money for the organization's endowment primarily through direct and indirect solicitation of cash or deferred gifts from individuals, corporations and foundations. Additional duties include office management, coordination of board and committee meetings and oversight of investment portfolio. Other activities include collaborating with Humanities Nebraska and the Nebraska Arts Council in working with the state legislature and contracted services to educate and advocate for the matching fund with the State of Nebraska.

Salary Range: \$65,000 - \$95,000, benefits are negotiable

Qualifications

- College degree
- Evidence of fundraising expertise, either in a professional or volunteer capacity
- Ability to travel to locations across Nebraska as needed
- Excellent communication and organizational skills
- Knowledge of arts and humanities programs desirable

How to apply: A cover letter and resume should be sent to Richard Vierk, Chairman of the Search Committee at: rich@nebraskaculture.org

Job Description Overview

The Nebraska Cultural Endowment is a 501(c)(3) corporation created to raise funds and invest them for the sole purpose of supporting the programs of Humanities Nebraska and the Nebraska Arts Council. The Executive Director is employed by the Board of Directors of the Corporation ("the Board") and is responsible to the Board. The immediate supervisor of the Executive Director is the President of the Board.

Summary of Responsibilities

Provide professional leadership and assistance to the Board by coordinating the operation, growth and development of the endowment funds of the Corporation. The Executive Director will be responsible for organizing, setting in motion



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and executing a process designed to raise money for the operation's endowment fund for the benefit of the arts and humanities in Nebraska through direct and indirect solicitation of cash and/or deferred gifts from individuals, corporations and foundations. The executive Director shall also be responsible for the management and coordination of the Corporation's operations and finances; the staff and staff activities; and for administering and implementing the policies and procedures of the Corporation as outlined by the Board. In collaboration with Humanities Nebraska and the Nebraska Arts Council, the Executive Director will work with the state Legislature and contracted services to educate and advocate for the matching fund with the State of Nebraska.

I. Fundraising and Development

- a. Develop, organize and conduct a comprehensive development program to include: establishing goals, objectives and administrative procedures; planning and implementing short and long range identification, cultivation and solicitation of prospective donors. The mission of the Corporation is to grow the established corpus to match and exceed funds appropriated by the State of Nebraska for the Cultural Preservation Endowment Fund. To accomplish this, the Executive Director will develop, organize, and conduct a comprehensive plan consisting of establishing short and long term fundraising goals; sustaining and encouraging continued contributions from the established donor base; undertaking the cultivation and solicitation of prospects and maintaining and improving administrative procedures as required. The long term objective is to encourage additional State appropriations of funds into the Cultural Preservation Endowment Fund, and to continue to grow the Corporation's endowment funds to match and exceed State appropriations.
- b. Carry out the policies and procedures for development as approved by the Board and work to assist the Board in meeting its annual goals and objectives for growth of the endowment fund.
- c. Work in partnership with Humanities Nebraska ("HN") and the Nebraska Arts Council ("NAC") to effectively utilize their respective expertise in researching and identifying potential contributors and to personally solicit and administer or manage the solicitation and administration by the Board or the Corporation's Advisory Board of contributions and provide the follow up necessary for the successful implementation of a solicitation.
- d. Provide regular written reports outlining fundraising activities and results.
- e. Monitor state and federal activities insofar as they relate to the Corporation's goals and actively pursue opportunities for increased funding by governmental entities.

II. Board Relations and Public Relations

- a. Keep the Board fully informed of the Corporation's operations and activities and serve as advisor to the Board in policy-making and fund raising. Assist in the orientation of new Board members to insure a full understanding of roles and responsibilities.
- b. Confer regularly with the President of the Board ("President") and work closely with the President in implementing Board decisions, coordinating the work of the various Board committees, developing goals and long range plans and evaluating the Corporation's progress in reaching the goals set by the Board.
- c. Communicate regularly with the directors of HN and the NAC in an advisory capacity to assure an effective and productive relationship between the three organizations. Be aware of activities of HN and the NAC by conferring regularly with the respective executive directors of those organizations and to the extent reasonable, attend meetings of HN and the NAC governing bodies.
- d. Assist the President in planning and preparing Board agendas. Supply background information on issues under discussion and help to clarify them as needed by the President. Email or mail the agenda and any



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backup material at least two weeks prior to every Board meeting and supervise all necessary arrangements to facilitate meetings of the Board.

- e. Assist the chairperson of any committee of the Board in planning and preparing meeting agendas. Supply background information on issues under discussion and help to clarify them as needed by any chairperson. Email or mail the agenda and any backup material at least two days prior to every committee meeting and supervise all necessary arrangements to facilitate meetings of the committees.
- f. Attend Board and Board committee meetings as a staff resource, without voting privileges and keep the Board informed of activities, problems and/or progress between meetings.
- g. Maintain service records of Board members including term rotations, positions held, and attendance records.
- h. When appropriate, facilitate special events to increase visibility of the Corporation and to raise endowment funds for the Corporation.
- i. Represent and serve as a spokesperson for the Corporation.
- j. Carry out the policies and procedures for public relations as required by the Board.
- k. Actively seek opportunities to speak on behalf of the Corporation and serve as a liaison by and among governmental entities, and the various Nebraska arts and humanities organizations.

III. Administration

- a. Administer the annual and capital budgets and monitor them for control purposes, providing timely management reports to the Board of Directors.
- b. Administer the fiscal and investment policies and procedures developed by the Board and advise the Board of problems and/or recommend changes needed in said policies.
- c. Provide expense forms, reimbursement requests, and timecards according to the approved administrative practices of the Corporation.
- d. Provide the Treasurer of the Corporation with monthly financial statement for the administration of the office.
- e. Work with the financial institutions where funds for the Corporation are being managed for investment and provide the Finance Committee and the Board with an accurate reporting of the performance of such funds.
- f. Receive and process all requests for payment and write checks on the account of the Corporation for all such appropriate requests.
- g. Maintain bank accounts on behalf of the Corporation and be a co-signor on all checks written on any such account above an amount to be determined by the Board.