



The International Society of Glass Beadmakers is hiring an Executive Director. The job description and qualifications are listed below. The person who fills this role will not need to relocate as he/she can work from a home or personal office space. This is a full-time position without health benefits. Salary will be commensurate with experience. Telephone interviews will be scheduled as applications are received with face-to-face interviews to follow as applicable. Please go to [www.isgb.org](http://www.isgb.org) for application materials and instructions.

#### PRIMARY RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director is the Chief Executive Officer of The International Society of Glass Beadmakers. The Executive Director reports to the Board of Directors, and is responsible for the Organization's consistent achievement of its mission and financial objectives.

In Operations and Management, the Executive Director will:

1. Work with the Board of Directors to assure that programs are consistent with the Organization's mission and goals.
2. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
3. Manage and oversee all aspects of the Organization's annual conference, The Gathering.
4. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
5. Promote active and broad participation by volunteers in all areas of the Organization's work.
6. When applicable to exhibits, shows or conferences, oversee the maintenance of official records and documents, and ensure compliance with Federal, State and Local regulations.

In Program Development, the Executive Director will:

1. Provide overall direction to the Organization by working with each Director in their respective areas as it relates to programs, exhibitions and promotions.
2. Work with each Director to identify at least two areas to be focused on during the year.
3. Participate in and sit on Program Committees to select artists for exhibitions, and serve as Curator for exhibitions.
4. Maintain a working knowledge of significant developments and trends in the field.

In Communications, the Executive Director will:

1. Serve as a spokesperson for the Organization.
2. Maintain a respectful relationship with the Board, members, artists and arts organizations.
3. Develop relationships with community leaders, funders and potential collaboration partners.
4. See that the Board is kept fully informed on the condition of the Organization and all important factors influencing it.
5. See that the members are kept fully informed of programs and other initiatives of the Organization and allow for input from the members.
6. Publicize the activities of the Organization, its programs and goals.
7. Represent the programs and point of view of the Organization to agencies, other organizations, and the general public.

In Relations with Staff, the Executive Director will:

1. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
2. Encourage Board, staff and volunteer development and education, and assist in relating their specialized areas to the programs of the Organization.
3. Maintain a climate which attracts, keeps, and motivates diverse top quality people.

In Budget and Finance, the Executive Director will:

1. Be responsible for operating within annual budget guidelines on programs related to the Executive Director position.
2. Work with the Director of Finance, Administrator, and the Board in preparing an annual budget.
3. Ensure that adequate funds are available to permit the organization to carry out its work in the areas related to the Executive Director position.
4. Jointly, with the President and Secretary of the Organization, conduct official correspondence of the Organization as needed, and jointly, with designated Officers, execute legal documents related to exhibits, shows and programs.
5. Be responsible for researching grant opportunities and jointly with the Administrator coordinate writing proposals.

In Board Relations, the Executive Director will:

1. Work with the Directors and staff to assure timely submission of reports prior to Board meetings.
2. Coordinate necessary presentations and review materials prepared for meetings.