

The Arts Alliance Center at Clear Lake
Executive Director Job Description
051110

The executive director serves as the internal and external leader of the organization by working with the board and TAACCL's various constituencies to implement the mission and vision of the organization.

TAACCL Overview

The Arts Alliance Center at Clear Lake is an 11-year old, membership-based, nonprofit organization with the following mission: *"To work in alliance with individuals, artists, arts organizations, educational institutions and other entities to present and promote the visual, literary and performing arts while enriching the arts landscape in Bay Area Houston ."* Located in a former bank building in the city of Nassau Bay, on a high-traffic part of Bay Area Houston across from the Johnson Space Center, TAACCL provides a physical venue for exhibitions and other art functions, as well as a virtual hub for artists and those interested in various art forms in the area. With a current budget of \$500,000, TAACCL's long-range plans foresee a budget of \$720,000 in three years.

Realm of Responsibilities

The executive director has direct involvement and/or oversight responsibilities for the following functions:

- *Fundraising:* Garnering funds and in-kind support from various sources, including individuals, businesses, foundations, agencies and governmental entities.
- *Budget:* Development and oversight of TAACCL's financial resources.
- *Marketing:* Spreading the word about TAACCL through various media, venues and outlets using multiple strategies and tools.
- *Management:* Oversee effective use of staff and volunteers, while providing strong leadership, clarity of vision, purpose to mission and organizational prowess.
- *Facilities:* Assure efficient and effective use and maintenance of facilities.
- *Board of Directors:* Work with the board president, board members and committees to engage, inform and assist the board in its role of developing the vision of TAACCL.
- *Membership and Community:* To provide services and opportunities that serve the needs of members and/or TAACCL's constituencies and stakeholders in Bay Area Houston, and also, be visible in the community as a spokesperson for TAACCL and the arts in Bay Area Houston.

Duties

Listed below is an approximate prioritization of the distribution of the executive director's time.

Direct fundraising and solicitation

External spokesperson

Manage staff and facilities

Board involvement

Marketing

Membership development and service

Skills

- *Leadership*: Positive, clear, ethical leadership expressed to internal and external constituencies in ways that foster participation, optimism and understanding.
- *Communications*: Interpersonal, written and public speaking that is clear, persuasive and articulate.
- *Computer*: Competent in Office Suite applications.
- *Business Management*: Skilled and knowledgeable in business practices, including budgets, processes, etc., with nonprofit experience preferred.

Characteristics

- Enthusiastic, positive and optimistic
- Good sense of humor
- Community and team orientation
- Patient

To apply, please send a cover letter with salary expectations and résumé to:

TAACCL Executive Director Search Committee

Attn: Dion McInnis

University of Houston-Clear Lake

2700 Bay Area Blvd

Houston, TX 77058

Or e-mail mcinnis@uhcl.edu, fax 281-283-2017.