



POSITION DESCRIPTION & POSTING: NCECA EXECUTIVE DIRECTOR

Position	Executive Director
Organization	National Council on Education for the Ceramic Arts (NCECA)
Location	Erie, Colorado
Reporting Relationship	Reports to the NCECA Board of Directors and its Executive Committee

ORGANIZATION BACKGROUND/CULTURE

History

The National Council on Education for the Ceramic Arts is a not-for-profit, 501(c)(3) chartered educational organization that provides valuable resources and support for individuals, schools and organizations with an abiding interest in the ceramic arts.

NCECA (or “the Council”) was founded and developed by forward-thinking ceramic artists who saw the benefits of a professional organization in its ability to create identity, definition and support for the ceramics teacher and artist, and to promote advancement of the ceramic arts. NCECA became an independent organization in 1966, after several years of affiliation with the Ceramics Education Council of the American Ceramic Society.

Mission

NCECA is a dynamic organization that fosters global education and appreciation of the ceramic arts and offers opportunities and resources for the advancement of the field.

Programs and Constituency

NCECA promotes and improves the ceramic arts through education, community-building, research and creative inspiration. NCECA offers programs, events and publications to support its constituency of: artists, educators, students, individual patrons and potential patrons, corporate art patrons, gallery owners, museum curators, providers of ceramic arts-related products and services. NCECA also considers museum goers, collectors, and arts appreciators in general as important constituents.

NCECA's Key Goals

- An ever-increasing awareness of the ceramic arts in society
- Ever-increasing value for NCECA members through essential, high quality and unique programs and services
- Robust structures and systems that respond to opportunities and adapt to changing conditions

RESPONSIBILITIES of the EXECUTIVE DIRECTOR

The Executive Director has two fundamental roles, as both leader and chief administrator of the organization.

As *leader*, the Executive Director works closely with the NCECA Board of Directors to develop and regularly review NCECA's organizational values, mission and vision. The Board and Executive Director share responsibility to see that a strategic plan, with mission-driven goals and priorities, is in place. Together, the Board and Executive Director work to ensure that the values, mission and vision of the organization are expressed and promoted through clear, compelling and timely communication, by a variety of means, with NCECA's members, partners, and all interested parties.

The Executive Director is the metaphorical embodiment of the organization, serving as NCECA's chief ambassador, promoter and advocate to the ceramics field, the larger art community, and the world in general. As such, the Executive Director is uniquely positioned to provide leadership to NCECA's fundraising and fund development efforts.

As *chief administrator*, the Executive Director bears the responsibility for the management of the organization's business, staff, and operations. The Executive Director is accountable to the Board of Directors for the execution of the strategic plan and development and implementation of NCECA's programs, policies, and practices.

Specifically, the Executive Director's responsibilities are:

- Relationship with Board of Directors. The Executive Director is hired by, serves, and if necessary may be removed by, the Board of Directors. He or she advises and informs the Board of Directors on all matters of planning, policy and finances affecting the Council. The Executive Director builds and maintains strong relationships and open, regular communication with the Board of Directors, and particularly with the President and Executive Committee members. With the Executive Committee, the Executive Director plans and organizes Board meetings on a regular basis, and typically participates in all meetings of the Board and the Executive Committee as an *ex officio*, non-voting member of both entities. He or she also may serve as an *ex officio* member of other Board or Board-appointed committees or teams as deemed necessary or desirable.

The Executive Director facilitates the orientation of new Board members.

The Executive Director's performance is evaluated and reviewed on an annual (or more frequent) basis by the Board of Directors or its appointees.

- Operations and Staff. The Executive Director provides leadership in establishing strong and cordial team relations, and strives to promote an energized and collaborative work environment that is supportive of creative thinking and doing.

The Executive Director has both the authority and responsibility to hire, terminate, direct, manage and oversee all aspects of the employment of such staff persons as may be deemed necessary for the efficient conduct of the Council's business, within the budget as approved by the Board of Directors. As the head of staff, the Executive Director is responsible for the development of and adherence to Board-approved personnel and operational policies, staff training and supervision, and the conducting of reviews of all staff on an annual (or more frequent) basis.

- Administration. The Executive Director manages a highly effective and efficient organization as measured by achievement of priority goals, membership satisfaction and growth, revenue generation to support priorities, and quality programs and initiatives. As custodian and steward of NCECA's assets, the Executive Director is responsible for seeing that sound fiscal policies are practiced by the Council, its Board and staff. He or she develops and effectively manages budgets that are aligned to the strategic goals of the Council, ensuring financial soundness, transparency and a balanced budget annually. The Executive Director approves all expenditures and provides for periodic audits. In addition, in conjunction with the Treasurer, he or she is responsible for the periodic and regular reporting of financial records to the NCECA Board of Directors and the NCECA membership.

The Executive Director is authorized to sign all legally binding documents for the Council as directed by the President and/or the Board of Directors. Along with the Secretary, he or she is responsible for seeing that the minutes of all official meetings of the Council and its Board of Directors are recorded and preserved, and that reports to the membership on such matters as nominations, elections, names of new members, and proposed amendments to the By-Laws are provided in a timely and appropriate manner.

The Executive Director will perform other duties from time to time as requested by the Board of Directors, or as outlined through Board-authorized changes to the official position description.

- Organization of the annual NCECA conference. In conjunction with the Board of Directors, various teams and committees, and the NCECA staff, the Executive Director oversees the planning and implementation of programs and events and all

other aspects of the annual conference, as well as the process for participant evaluation of such programs and events. Together with the President-elect and Conference Manager, he or she is responsible for logistical planning with future locations including negotiating with cities, chambers of commerce, hotels and related entities.

- Strategic Planning Implementation. Working with the Board of Directors, its Executive Committee, teams and committees, the Executive Director reviews, refines and implements the long-range strategic plan for the Council.
- Fundraising and Fund Development. The Executive Director advises and takes a lead role in the work of fundraising, fund development and grant writing, achieved in partnership with NCECA's Development Committee. Further, the Executive Director recognizes and understands the complex challenges of creating, cultivating, and strengthening donor confidence and loyalty, and he or she works to develop positive relationships with potential donors and supporters, be they individuals, households, businesses, or other not-for-profit or governmental organizations.
- Public Relations and Communication. The Executive Director implements strategic and compelling public relations/communications initiatives to increase positive exposure and further establish NCECA as the voice of the ceramics field. In conjunction with the President, he or she serves as a principal spokesperson for the Council in all venues, with a goal to enhance the overall brand and image of the organization and field. The Executive Director understands and communicates the members' position on key issues and is able to demonstrate and promote the many successes achieved by members to external audiences.
- Membership Growth and Development. The Executive Director provides leadership in defining and promoting to prospective members the value of NCECA membership and participation in NCECA programming, and assists the Board and staff in the development of membership-related campaigns and promotions.
- External Relationships and Partnerships. The Executive Director works with a wide range of constituencies and organizations across the U.S. and abroad to build and support partnerships and interorganizational programs consistent with the Council's overall mission and priorities. In addition, he or she works to ensure that NCECA is represented on committees and organizations that are critical to the field.

(In addition, the NCECA Executive Director will have the unique opportunity to participate in planning for the observation of the organization's 50th anniversary (2016) and prepare for a new and exciting phase of the Council's mission.)

“YEAR ONE” AREAS OF FOCUS

In the first year, the Executive Director will collaborate with the Board of Directors to effectively:

- Ensure a smooth leadership transition
- Manage and lead Council staff
- Operate the Council in a fiscally responsible and transparent manner
- Assist the Development Committee in the creation of a comprehensive giving plan
- Work to stimulate membership growth, development and engagement

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

Ideal candidates for this position will have a unique combination of personal and professional qualities, *preferably* including:

- Knowledge of the field of ceramics, and arts in general, and comfort with assorted arts-savvy constituencies, including donors. Ideally, a genuine interest in and passion for ceramics.
- Experience organizing large-scale and/or national conferences
- 10+ years experience as a successful organizational manager with financial skills and competencies required to conduct an organization of similar size and scope.
- Strong business acumen coupled with entrepreneurial drive; the ability to think strategically, while also considering new perspectives.
- Experience working closely with a Board to establish and advance an agenda.
- Excellent written and verbal communication, motivation and advocacy skills
- A history of eliciting support, positive media attention, and media access when successfully engaging, partnering and building alliances with a wide range of constituencies.
- Ability to inspire and enthruse others, from new members to collectors, galleries and museums.
- Experience as a successful fundraiser.

- The ability to reconcile opposing viewpoints on issues and opportunities that will benefit the Council and the overall ceramics field – i.e., a consensus builder with a thoughtful, respectful, non-anxious and collaborative leadership style.
- Proven experience recruiting, developing, motivating and retaining a strong, diverse staff in a team-oriented environment.
- Experience managing consultants in human resources, legal and external affairs.

EDUCATION

An undergraduate degree is required. An advanced degree is preferred.

COMPENSATION

This position provides a competitive compensation package, including a salary of \$80,000 – \$110,000, commensurate with experience and qualifications.

TO APPLY

Interested parties may apply electronically by submitting the materials listed below, either in Microsoft Word or (preferably) PDF format, to Rhonda Willers and Richard Wehrs, NCECA's Executive Leadership Task Force co-chairs. Their email addresses are info@rhondawillers.com and richard@wehrsdesign.com.

Hard-copy materials will also be accepted; mail to:

NCECA Director Search
77 Erie Village Square, Suite 280
Erie, CO 80516-6996

Any questions or concerns may be addressed to either co-chair at the email addresses above.

To apply, please include:

- Cover letter
- Resume', including pertinent educational, professional, and leadership experience
- Personal statement of interest and qualification
- At least three professional and three personal references, with phone numbers

DEADLINE FOR SUBMISSION: June 5, 2010, or until the position is filled