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About the Maryland Federation of Art

Maryland Federation of Art (MFA) is a nonprofit visual arts organization whose mission is to create connections that enrich life through art, primarily through exhibiting art created by living artists. MFA was established in 1963 by US Navy Commander Charles Holley, Mrs. Margaret Fowler, and a group of dedicated Annapolis-area artists interested in developing professional exhibition opportunities for Maryland's creative community. In 1968 MFA found a permanent exhibition home, establishing Circle Gallery in Annapolis. Circle Gallery is the oldest operating gallery in Annapolis and MFA is the oldest artist-run organization in Maryland.

MFA encourages artists at all stages of their careers to exhibit their work and develop professionally through a series of juried exhibitions and member opportunities in Circle Gallery, at other galleries throughout Maryland, and in local businesses and nonprofit locations. Artists from across North America are invited to submit work for MFA juried exhibitions, providing Maryland audiences with the opportunity to view current original work and to expand on their understanding of art.

MFA's community outreach over the years has included partnerships with local government agencies and nonprofits to provide at-risk youth, learning disabled adults and many others in the community with art experiences. MFA also works with local nonprofits to help meet their artistic and creative needs.

Please visit MFA's website for more organizational information at www.mdfedart.org.

Executive Director Role and Responsibilities

Reporting to the Maryland Federation of Art (MFA) Board of Directors, the Executive Director serves as the chief staff officer and is responsible for the overall leadership and management of MFA. The Executive Director is a full-time position with occasional involvement in weekend juror talks and receptions.

Management and Governance

- Create and implement strategic goals and objectives for MFA.
- Participate in Board meetings and support Board and committee efforts.

- Prepare and implement an annual budget, monthly reports, and other financial information, as needed.
- Manage MFA's finances and ensure compliance with the annual budget. Deliver general oversight of all budget and fiscal matters.
- Responsible for all hiring, training, and supervision of employees.
- Provide all leadership oversight, assess all programming, and execute special events.

Fundraising and Development

- Develop and implement MFA's fundraising strategy, manage activities related to individual, foundation, government, and corporate solicitations.
- Develop a stewardship program for MFA's principal donors.
- Represent MFA to the business and arts communities in the State of Maryland and surrounding region.

Desired Experience and Skills

- Experienced and effective fundraising skills, including grant writing and corporate, foundation and individual solicitation.
- Effective organizational and management skills.
- Accomplished strategic thinking capabilities.
- Excellent written and verbal communication.
- A passion for the arts and for the mission and vision of MFA.
- Senior Leadership engagement experience (preferably at a nonprofit or public sector organization).

Compensation and Benefits

Salary commensurate with qualifications and experience. Benefits includes healthcare, vacation, sick leave and paid parking.