



## **Executive Director Job Description**

### **About Us**

The Community School of the Arts (CSA) is seeking a full-time Executive Director to lead the organization into its next phase of growth and impact. Founded in 1991, CSA provides high-quality arts education to students throughout the Knoxville community, with a strong commitment to ensuring that cost is not a barrier to participation.

**Job Summary:** The Executive Director provides overall leadership and operational oversight for the Community School of the Arts. This role is responsible for guiding the organization's strategic direction, supporting strong programming, and ensuring financial sustainability through active fundraising and community engagement.

**Position:** Salaried, full-time position. Hybrid role. Hours will vary based on events, programming and meetings. School hours are 3-8 p.m. weekdays.

**Education:** Bachelor's degree or equivalent experience in business or non-profit management.

**Experience:** 3-5 years of experience in a leadership role, preferably in the non-profit sector. Proven ability in grant writing, donor relations, fundraising and fiscal management.

**Pay:** Salary range commensurate with experience.

**Location:** Position based onsite in downtown Knoxville, Tennessee.

### **Key Responsibilities**

- Provide leadership and direction for CSA's operations, including programming, staffing and events.
- Manage donor cultivation, public relations, strategic planning and solid financial acumen.
- Work with faculty and community partners to develop and expand programming opportunities.
- Foster a positive, collaborative, mission-driven environment among staff and faculty.
- Ensure effective organizational management and compliance with nonprofit standards.

### **Events & Programs**

- Act as the organization's spokesperson, representing at public events and speaking engagements.
- Support the planning and promotion of recitals, concerts, art exhibitions and special events.
- Build and maintain relationships with local arts organizations, schools, and community partners.

## **Fundraising & Development**

- Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.
- Ensure the organization raises enough funds to meet its annual goals and expand its mission, reach and impact, monitor progress toward fundraising goals and make adjustments as needed.
- Maintain up-to-date knowledge of best practices in nonprofit fundraising and development and work collaboratively with the Board to continuously improve the organization's fundraising efforts.
- Provide strategic leadership for grant funding, cultivates relationships with funders, and provides final review and approval of all grant proposals and reports before submission.
- Identify opportunities to expand philanthropic support and long-term sustainability.
- Ensure timely deposits and donor tracking. Follow up personally by phone or personal notes.

## **Financial Management, Board Relations & Operational Oversight**

- Report to Board of Directors.
- Work with Board leadership to develop and manage the annual budget.
- Ensure responsible stewardship of organizational resources.
- Lead fundraising efforts and report outcomes.
- Provide accurate and timely financial and operational data to the Board. Foster transparency and support governance.
- Primary liaison between board, staff and faculty, ensuring all are aligned.
- Lead strategic planning annually with the Board Chair and Executive Committee.
- Work collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's fundraising efforts.

## **Marketing & Community Engagement**

- Lead CSA's marketing and communications efforts, including social media, website, mailings, newsletters, other media sources and public outreach.
- Increase awareness of CSA programs and mission throughout the community.
- Work with faculty and community leaders to determine onsite and offsite programming.
- Act as the organization's spokesperson and advocate. Represent the organization at public events and speaking engagements.

## **Service & Standards**

- Strong oral and written communication skills as well as relationship-building abilities.
- Commitment to the mission and values of Community School of the Arts.
- Perform other duties as assigned to support the mission.

We would love to hear from you! If interested in applying, please submit a letter of interest, resume' and 3 professional references to [communityschoolofthearts@gmail.com](mailto:communityschoolofthearts@gmail.com) Interest deadline is May 15, 2026. We thank all applicants for their interest, however only those selected for an interview will be contacted.