



Executive Director – Part-Time

The Italian Cultural Center is dedicated to promoting the knowledge, understanding and appreciation of Italian language and culture through educational and cultural events in the greater Twin Cities area.

We are seeking an experienced Executive Director to direct and support ICC's organizational goals and objectives, drive growth and diversification of revenue streams, and manage a small, highly skilled team of professionals.

The ED leads ICC's programming, fundraising and engagement efforts as well as ICC's day-to-day activities, administrative and operational functions, and communication to internal and external stakeholders.

This is an exempt, part-time position working approximately 20 hours per week, reporting to the Board President and Board of Directors.

PRIMARY RESPONSIBILITIES

Organizational Leadership

- Propose and develop short and long-term organizational goals, objectives, strategies, and policies and procedures
- Create and implement action plans to achieve goals and ensure ICC's long term-stability, organizational innovation, and efficiency
- Act as spokesperson for ICC with the media and serve as primary representative of the organization
- Create and maintain a strong and effective working relationship with the Board to ensure organizational objectives are met

Programs and Activities

- Work with School Director and Events Director to develop and contribute to sustainable programs and initiatives that advance ICC's mission
- Pursue opportunities, initiatives, and tools to increase ICC visibility and awareness
- Attend and support ICC major events for increased leadership visibility and relationship-building with the community

Operations and Staff

- Oversee ICC facilities, contracts, and interactions with landlord
- Manage all human resources matters, including staff relations, performance expectations and management, and compensation
- Evaluate existing job descriptions, contracts, staff policies and procedures, and initiate enhancements to improve operations, workflow and budget impact

Financial Management

- Oversee ICC's financial operations
- Prepare and manage the Annual Budget in conjunction with the Treasurer, defining the budgeting process and ensure budget requirements are achieved
- Present financial reports and fiscal status to the Board of Director
- Analyze and review reconciliations, financial reports, and ICC's annual audit

Membership and Fundraising

- Work with the Board to develop actionable fundraising goals and plans
- Develop, implement and oversee strategies to ensure donors' growth and satisfaction
- Oversee staff to ensure that ICC's membership and fundraising processes exceed expectations

Marketing

- Work with Event Director, School Director, and Communications Manager to promote events and classes and increase organizational visibility

Qualifications Include

- Bachelor's degree; master's degree preferred; or equivalent experience
- 5+ years of organizational leadership experience, including managing the staff and resources of an organization and working with a non-profit Board
- Strong familiarity with Italian classic and contemporary culture; Knowledge of Italian is a plus
- Possess excellent organizational leadership skills
- Excellent interpersonal, collaboration, and relationship-building skills to effectively work with staff, board members, instructors, volunteers, students and people outside of the organization
- Able to communicate clearly and effectively, orally and in writing, to all levels of individuals inside and outside of the organization
- Computer proficiency in Microsoft Suite programs and financial software (e.g., QuickBooks)
- Financial and budgetary skills; able to create and maintain organization-wide budget, as well as read and understand financial documents and communicate financial status to the Board

If this sounds like the position you've been seeking, please send us your resume, cover letter and salary requirements to careers@theitalianculturalcenter.org

EOE – LGBTQIA
