



DIRECTOR OF PROGRAMS

Position Summary

Reporting to the Executive Director, the Director of Programs (DOP) leads the programmatic operations of Greenhill which include, but may not be limited to The Gallery and ArtQuest. Guided by the Executive Director's strategic leadership and consistent with the organization's strategic vision, the DOP will direct and coordinate cross-departmental activities to accomplish mission-critical goals, institute continuous improvement processes to strengthen capability and infrastructure that drive results and to foster a collaborative and creative environment which encourages excellence, innovation and growth.

The Director of Programs is an enthusiastic, knowledgeable, highly organized, and creative individual who is a senior member of Greenhill's management team. The DOP plays a vital role in determining and defining the programming culture at Greenhill, participates in strategic planning and budgeting, patron/donor cultivation and fundraising, and provides leadership to the Director of Curatorial Programs and Director of Youth and Adult Education Programs. The DOP interacts with a wide network of people, including Greenhill's staff and board, artists, site and program sponsors, donors, public officials, institutional partners, and many others. DOP ensures that overall institutional goals are maintained and programs are effectively conceived, implemented and assessed and that the departmental staff is well supported in its efforts to accomplish superior work. The DOP will partner with the Executive and Director of Operations in the development, implementation and management of the organizational annual budget and 12 to 18 month programming plan. In partnership with the Executive Director and Director of Operations, the DOP will be involved in identifying new individual, corporate and community partners.

Reports to: Executive Director/CEO
Status: Full time, exempt salaried position with benefits
Salary: Salary discussions are a part of the interview process

Key Deliverables:

- *Plan the program in collaboration with leadership team and colleagues*
 - Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
 - Develop new initiatives to support the strategic direction of the organization
 - In collaboration with Executive Director and Board of Directors, develop and implement long-term goals and objectives to achieve the successful outcome of the program
 - Develop an annual budget and operating plan to support the program
 - Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
 - Develop funding proposals for the program to ensure the continuous delivery of services
- *Organize the program*
 - Ensure that program activities operate within the policies and procedures of the organization
 - Develop systems to document program activities
 - Oversee the collection and maintenance of records program activities and persons served for statistical purposes according to the confidentiality/privacy policy of the organization
- *Staff the program*
 - In consultation with the Executive Director, recruit, interview and select well-qualified program staff
 - Adhere to the human resources policies, procedures and practices of the organization
 - Engage volunteers for appropriate program activities using established volunteer management practices
 - Ensure that all program staff receive an appropriate orientation to the organization and the programs
- *Lead the program*

- Supervise program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency
- *Control the program*
 - Write reports on the program for management and for funders
 - Communicate with funders as outlined in funding agreements, ensure that financial reports and supporting documentation for funders are prepared as outlined in funding agreements
 - Ensure that the program operate within the approved budget
 - Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
 - Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
 - Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate

Key areas of direct responsibility:

- Manage day-to-day activities of program staff
- Work closely with program staff to research, develop, and assess curatorial and education programs
- Oversee the organization and dissemination of all pertinent information related to programs; ensure the quality and timely execution of all materials
- Conduct research keeping abreast of activities and developments in the arts, art education, curatorial, management, and relevant non-profit field
- Advise Executive Director and staff of practices that may be helpful to promote Greenhill's objectives and improve organizational performance
- Serve as a mentor to the program staff; help them develop as professionals by building a collegial, focused department
- Actively participate in fundraising and public relations efforts of organization
- Identify, cultivate and educate supporters and potential supporters of the organization through advice and special activities
- Build and maintain key programming relationships, regionally, nationally, and internationally with artists, galleries, collectors, and peers, that benefit organization's reputation and program
- Work in collaboration with appropriate staff to prepare an annual departmental budget as well as to pursue grants and gifts to support that budget
- As an authority in art, provide guidance and engender enthusiasm about art and institutional mission for Board of Directors, leadership, patrons and staff
- Serve as an institutional liaison with supporters, donors, public and help secure long-term relationships with philanthropists who are oriented toward Greenhill
- Evaluate all exhibition materials, working collaboratively with the education team with the goal of bringing clarity, accessibility, and excitement to these interpretive tools while preserving the curatorial perspective
- Conduct weekly meetings with staff to assess progress and discuss upcoming events and projects
- Research grant opportunities which support program development and Greenhill's mission.
- Oversee professional development of staff
- Write articles for e-newsletters, blogs, and other communications platforms
- Monitor and approve all budgeted program expenditures, manage all project funds according to established accounting policies and procedures

Key Knowledge, Skills and Abilities

Knowledge:

- Terminal degree in a Visual Arts field required
- Minimum 5 years' experience in a visual arts institution
- Contemporary visual arts, arts education and program development

- Knowledge of best practices of art museums, arts centers, and visual arts education
- Knowledge of marketing, communications, and media relations
- Fiscal management including project budget management
- Trends in New Media

Skills:

- Strong leadership skills
- Strong public speaking and presentation skills
- Outstanding interpersonal and a superior record of ethical performance.
- Strong writing skills
- Effective networking skills
- Ability to implement and evaluate plans, policies and procedures
- Ability to communicate effectively in both written and oral forms
- Proficiency in Microsoft Word, Excel, PowerPoint, and internet based research
- Strong visual aesthetic to assist in the design process for collateral material

Ability to:

- Work independently and in a team environment
- Inspire teamwork, build consensus and motivate a wide variety of stakeholders
- Think creatively and strategically
- Work on multiple complex projects in a changing environment
- Exhibit sound judgment in the development, implementation and evaluation of plans, procedures and policies
- Define problems, collect data, establish facts, and draw valid conclusions
- Work discretely, maintain professional relationships with staff, board, community members and collaborators

To apply: Position is open to applicants until filled. Send an email to Laura Way, Executive Director (laura.way@greenhillnc.org) with the following information:

1. Cover letter
2. Current Resume
3. References

No phone calls will be accepted.

Greenhill (legal name Green Hill Center for NC Art) is an equal opportunity employer with a staff of 15. Greenhill is a non-profit organization conducting its business with an annual operating budget of \$500,000 and a 20 member board of directors.