



## Executive Director Job Description

### OUR MISSION

To ignite the spark of creativity inherent in all children

### ABOUT SPARK!

SPARK! is devoted to our mission of igniting the spark of creativity inherent in all children. As a 501(c)(3), SPARK! provides children from second grade through high school with a fully immersive creative environment and hands-on learning that develops their self-definition as creative individuals. Located in the historic South Side on Lamar building, SPARK! layers a myriad of creative disciplines to spark the imagination, expand the mind, and engage the body. Through an endless roster of workshops and pop-up activities, students exercise their creativity and learn from creative experts, innovators, and artists.

### THE ROLE

The Executive Director is the key management leader of SPARK! responsible for overseeing the strategic plan, administration, and programs of the organization. The Executive Director is also responsible for nurturing and implementing the vision of SPARK! the realization of the expansion of SPARK! programming, and access for Metroplex communities. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### RESPONSIBILITIES

#### Board Engagement

- Report to and work closely with the Board of Directors seeking their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization
- Ongoing recruitment of Board of Directors, Advisory Council, and all Committees
- Oversee SPARK! Board and committee meetings
- Other duties as assigned by the Board of Directors

#### Fiscal Management

- Engage in fundraising and developing other revenues
- Develop annual budget for SPARK! gain Board approval; report monthly on spend including budget revisions
- Oversee/supervise all bookkeeping, accounting and financial activities.
- Obtain contributions, contracts, grants, and in-kind donations to support SPARK! projects

#### Program Planning and Operational Management

- Supervise and collaborate with SPARK! staff
- Lead strategic planning with staff; oversee implementation
- Oversee all operations of SPARK! within defined budget

#### Fundraising & Marketing

- Oversee marketing and communications efforts
- Serve as primary SPARK! spokesperson to constituents, funding community, media, and general public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the SPARK! mission

#### Human Resources Management

- Interview, manage, and review all contractors and staff
- Review and approve service contracts



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- Establish employment and administrative policies and procedures for all functions and for day-to-day operations
- Manage all HR functions including payroll and insurance until this staff position is assigned elsewhere

### IDEAL CANDIDATE QUALIFICATIONS

- Bachelor's degree required; master's degree preferred; 5+ years senior nonprofit management experience
- Transparent and high integrity leadership; ability to effectively build collaborative, energetic culture
- Experience and skill in working with a Board of Directors
- High level strategic thinking and planning; ability to envision and convey SPARK! strategic future to staff, board, volunteers, and donors
- Ability to effectively communicate SPARK! mission and vision to donors, volunteers and the Metroplex community
- Demonstrated ability to oversee and collaborate with staff
- History of successfully generating new revenue streams and improving financial results
- Active fundraising experience; excellent donor relations skills and understanding of the funding community
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers
- Strong organizational abilities, including planning, delegating, program development, and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting
- Excellent written and verbal communication skills; strong public speaking ability
- Strong work ethic with a high degree of energy

*\*This job description is not all-inclusive and subject to change without prior written or verbal notification.*

**Please send cover letter & resume to: [careers@sparkdallas.org](mailto:careers@sparkdallas.org)**