

**Warehouse Arts Management Organization (WAMO)**  
**Position Description: Executive Director**

**Summary:**

The Board of Directors (BOD) of the Warehouse Arts Management Organization (WAMO) seeks an Executive Director (ED), a dynamic, visionary professional, to provide leadership, management and community representation as an employee of WAMO, a non-profit organization serving the arts district by providing resources to expand and enrich the arts in Tucson and Pima County.

**Supervision:**

Reports to the BOD. The ED is responsible for day-to-day operations and management, including budget, fund raising, event and strategic planning, guidance for standing committees (such as property management, communications, finance, governance), public relations, and program oversight and coordination. The ED represents WAMO, communicating WAMO's mission in the Tucson community.

**Duties and Responsibilities:**

Develop and implement goals, activities and procedures in compliance with BOD policies.

- Take directions from BOD and attend all Board meetings
- ED acts as a liaison to BOD
- Provide leadership and manage day-to-day operations
- Administer/monitor the annual budget in conjunction with the Finance Committee
- Help develop investment and endowment funds
- Provide oversight of WAMO fiscal matters, including revenue/expenses and annual audit
- Secure grants and direct the grant application process
- Supervise WAMO communications
- Represent WAMO through public speaking and presence at community functions
- Provide oversight of all WAMO programs
- Develop/nurture relationships with community agencies
- Develop relationships and provide oversight with current and potential WAMO donors
- Plan/supervise/execute WAMO functions and events

**Qualities and Characteristics of Candidate:**

- A leader and team member with ability to plan and delegate effectively
- An effective communicator
- A passionate advocate who understands the needs of artists and the role of art in the community
- Flexibility to meet community-related appearances and obligations of WAMO
- A dynamic leader who exhibits integrity, kindness, understanding, responsibility and honesty
- A visionary with passion for the mission, understanding the history and development of WAMO

**Preferred Requirements:**

- Administrative/supervisory experience with non-profits (3-5 years)
- Experience with fiscal/personnel issues
- Experience in working with a BOD
- Experience in grant writing, fund raising, donor cultivation, and event planning
- Strong ties to the Tucson community

**Salary:**

The salary is based on a 20-hour per week position, a one-year contract, at \$20,000.