



Job Title: Flockworks Executive Director

Full-time, non-exempt March 2024

Job Summary:

The Executive Director of Flockworks will lead a creative workforce providing inspiring programs and partnerships in North Coast communities. The Director will be responsible for developing funding strategies to sustain and grow a rich array of resources to support creative learning in partnership with Fort Bragg Unified School District, community organizations and local artists and educators. The Director of Flockworks, under direction of the Flockworks Board of Directors, will identify strategy and practices for an innovative, caring organization committed to the inspiration of our communities.

Responsibilities & Duties:

- Lead a creative workforce and innovative programs
 - Identify program direction and strategy in collaboration with program leadership
 - Establish best practices and tools of documentation and evaluation for programs
 - Develop staffing practices to support a strong and flexible creative learning workforce including competitive pay, professional development opportunities and more.
 - Implement inclusive organizational practices that sustain a diverse staff whose skills, cultures and spoken languages reflect the communities Flockworks serves.

- Fund development
 - Set annual fundraising goals, in partnership with board of directors, and secure financial support from foundations, corporations, individuals, and government funding sources
 - Work with staff and board to develop annual fundraising events
 - Track and report on program outcomes
 - Stay up to date on local, regional and national granting opportunities and trends that relate to creativity, arts and education.

- Administration
 - Assure organizational compliance with all local, state and federal non profit business practices and laws
 - Set and maintain annual budgets in partnership with the Administrative Director and Program Directors
 - Ensure timely and accurate reporting to board, staff, partners, community stakeholders, donors and grantors.

- Community
 - Represent Flockworks at community events and collaborations and develop strategic partnerships to evolve the programs.
 - Expand network of guest teachers and partnerships with community organizations to provide high quality, creative learning opportunities for students and professional development for Flockworks staff.
 - Maintain best practices for partnerships with guest educators and volunteer supporters

- Take part in regional and national professional development networks in the areas of youth development, out of school learning and creative education fields.
- Establish communications strategies and monitor all external communication materials including, website, marketing materials, newsletters and social media content.

Qualifications & Skills:

- B.A. or equivalent professional experience in related fields is required.
- Strong fundraising, communications, budget management and or board experience.
- 3-5 years of supervisory experience managing a team.
- Highly organized, creative individual with strong communication skills.
- Spanish language is a plus.

Physical demands: Fast-paced environment, requiring energetic, enthusiastic, and well-organized team members. Ability to work with adults and children from kindergarten-aged through high school. The physical requirements include the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must have mobility to work in a standard office setting and use office equipment, including a computer; read printed materials and a computer screen; and communicate in person, before groups, and over telephone and video calls.

Location & type of job: Remote work and flexible schedule supported. Shared office space provided. Visits to program sites in Fort Bragg required. Some travel to conferences and meetings outside of the North Coast region and outside program hours possible.

Salary & Benefits:

Non-Exempt, Full-time, Range \$80,000-105,000 plus health/dental/vision & life benefits

To Apply:

To apply please email a letter of interest and current resume to flockworksed@gmail.com.

Questions may also be sent to flockworksed@gmail.com.