



Title: Executive Director  
Application deadline: February 14, 2025  
Desired start date: Early April 2025  
Salary range: \$60,000 to \$75,000, depending on experience  
Benefits: TBD

Alexandria Area Arts Association, dba Andria Theatre, is a 501(c)(3) nonprofit organization. The Andria Theatre is the premier live theatre in West Central Minnesota. Our mission is to build community by igniting interest and participation in and through the performing arts. We accomplish this by providing community-based theatre and education-oriented programming. The Andria Theatre is led by a staff of four and governed by a board of directors. The FY25 income budget is \$587,308.

Each mainstage season includes approximately nine productions. Shows are a mix of family entertainment, as well as plays and musicals geared toward adults. The Andria also presents two senior productions, with one-act plays written for senior actors and performances will be held during the day. In addition, we offer three summer productions for students in grades 3-12 and an improv comedy team.

The Executive Director is responsible for the theater's consistent achievement of its mission, vision, and goals including yearly financial goals. This position requires strategic, long-range thinking, creative problem solving, strong oral and written communication skills and the ability to deal with multiple complex projects. This individual develops the vision for the theater's successful future and positions the theater for that success. The ED will connect with other organizations, individuals, and area businesses to achieve those successes.

#### Primary Job Responsibilities

- Oversee all business and financial operations of the theater, including budgeting, fundraising, and overall strategy.
- Create income and expense budgets, in consultation with board, artistic, and administrative staff as needed.
- Generate and review monthly financial statements, including variance explanations, for Board of Directors.
- Provide updates to Board on operations and financials, create board packet materials, assist with onboarding of new members, and work with board on strategic planning and goal setting.

- Assist with board governance – recruitment of new members, compliance, bylaws, and governance documentation.
- Collaborate with staff to ensure that income and expense budget targets are met.
- Establish priorities for facility improvements and create fundraising strategies to carry them out.
- Lead all fundraising efforts, including individual, government, and foundation support, as well as any special events and campaigns.
- Lead donor management, including cultivation, acknowledgement and stewardship
- Manage staff recruitment, contracts, employee relations, benefits, and compliance with labor laws.
- Conduct regular performance reviews for all staff.
- Oversee access services and safety policies.

#### Desired Qualifications

- Three or more years' experience leading a nonprofit organization, preferably in the arts
- Bachelor's degree or life experience equivalent in business administration, marketing, communications and/or professional fundraising
- Proven understanding of nonprofit financial management
- Experience hiring, managing and retaining staff members
- Commitment to working with and in the local community
- Comfortable serving as the public face of the organization
- Excellent written and verbal communication skills
- Experience working with a nonprofit board of directors
- A successful track record in at least one aspect of fundraising – individual giving, institutional granting and/or corporate sponsorship.
- Computer literacy and competency with Microsoft Office products and Quickbooks

#### **How to apply**

To apply, please email a résumé and cover letter outlining your interest in this specific position (PDF format) to [andria@artsprogress.com](mailto:andria@artsprogress.com) by February 14, 2025. Applications will be evaluated on a rolling basis, so early applications are encouraged.

The Andria Theatre is an equal opportunity employer. All employment decisions are based on individual qualifications without regard to race, color, sex, sexual orientation, gender, gender identity or expression, national origin, age, disability, marital status, political affiliation, status with respect to public assistance, veteran status, or other status protected by law.