

JOB DESCRIPTION: Executive Director

Icicle Creek Center for the Arts (rev. October 18, 2024)

Location: Leavenworth, WA

Salary: \$80,000 - \$90,000 DOE

Status: Full-time, salaried, exempt

Reports to: Board of Directors

If you are an individual with a passion for the arts and experience in proactively leading organizations, managing people, budgets and programs and you are looking for an opportunity to grow, Icicle Creek Center for the Arts (ICCA) has an outstanding opportunity for you to serve as our next Executive Director!

Who We Are and Our Mission:

Icicle Creek Center for the Arts produces unforgettable arts and education experiences, welcoming a diverse mix of world-class and regional talent from all artistic disciplines to our 13-acre campus in Leavenworth, WA. Three gorgeous performance venues, cabins, and rehearsal spaces are busy throughout the year, creating an awe-inspiring home for a full spectrum of classical and modern music, concert dance, live theater, film screenings, educational camps, outdoor concert series, and artist residencies.

Leavenworth, WA is a charming “Bavarian village” located within an easy drive of Seattle, with Portland, Spokane, and Vancouver BC just a few hours further afield. A year-round tourist destination, Leavenworth is nestled in the foothills of the Cascade Mountains and boasts incredible outdoor recreation, a growing arts & culture scene, and was recently named the “#1 Christmas Town” in the nation.

The mission of ICCA is to ignite creativity and cultivate the human spirit through the power of art. Our vision is to become a thriving center for arts education and performance, renowned for our dedication to excellence and innovation. We present a diverse range of artistic expressions, reflecting the interests and passions of our community. Our core values include financial responsibility, accessibility, and dedication to serving our community through impactful performances and educational programs.

JOIN US!

Who You Are:

You are an ambitious, proactive leader with a passion for the arts and a desire to be an integral part of the North Central Washington community. You naturally foster collaboration, empathy, and transparency, growing in roles that require both visionary leadership and hands-on involvement. You bring a strong sense of responsibility and accountability, building significant relationships with staff, Board members, and community partners. You are committed to DEIA,

inclusivity and cultural proficiency, with a particular focus on engaging with the Latino/Hispanic and Indigenous communities.

You are an excellent communicator who encourages and aligns teams, accepts feedback, and promotes continuous improvement. You are comfortable pivoting quickly and wearing many hats to meet the evolving needs of the organization. With integrity and sound judgment, you adeptly manage critical information and make informed decisions. Your collaborative style and adaptability allow you to thrive in a fast-paced, creative environment.

In this Role, Your Responsibilities Will Be:

- Provide strong leadership and a clear direction to the ICCA staff and volunteers to ensure high impact and alignment with ICCA mission, values, and strategic priorities.
- Coordinate and oversee all aspects of ICCA, including budget creation, quarterly and annual reporting, and human resources compliance and documentation.
- Lead the development of artistic and educational initiatives, while continuously improving programs and processes.
- Identify, engage and collaborate with local nonprofits, small businesses, and educational institutions for increased reach, impact, and engagement.
- Serve as an ambassador of ICCA to the community, sharing an authentic passion for the performing arts and arts education.
- Ensure the calendar of performances, workshops, camps and community events is robust and diverse.
- Supervise all external communication and branding efforts, collaborating closely with staff to develop collateral and marketing materials.
- Formulate and direct plans to achieve ICCA's mission, while working with the Board to implement long-term strategy, annual goals, and objectives.
- Provide concise reports to the Board at scheduled board meetings that assess progress and areas of concern in achieving strategic goals and mission.
- Serve as a non-voting member of the ICCA Board, and a voting member of the Icicle Fund Board.

For This Role, You Will Need:

- A bachelor's degree or equivalent experience is required.
- Five (5) or more years experience managing staff.
- Demonstrated leadership ability in the arts or related field.
- Significant experience in accounting, financial management, and budget oversight.
- Experience with MS Office, QuickBooks Online, Zoom, Patron Manager and other productivity software.
- Ability to work nights and weekends, as needed.

Preferred Qualifications that Set You Apart:

- Proficiency in supervising the development and execution of diverse programming, from live performances to arts education.
- Shown success in building partnerships with local nonprofits, businesses, and educational institutions to expand ICCA's reach and impact.
- Successful oversight of communication, branding efforts, marketing, and social media.
- Successful oversight or understanding of fundraising initiatives, securing individual donations, corporate sponsorships, and grants.
- Experience working with a Board of Directors to support organizational governance and strategic decision-making.
- Demonstrated ability to manage facilities and campus operations, ensuring alignment with organizational goals and community needs.

These qualifications are indicative of the types of candidates we are seeking for the role. However, we realize that a wonderful candidate may bring a wealth of experience that is not described in this list, and we encourage people with a passion for the work and who believe they can accomplish the job duties to apply, regardless of if they have the listed qualifications.

Compensation and Benefits:

Our compensation philosophy is simple: we pay a competitive base salary, within the local market in which we operate. The salary range for this role is \$80,000 - 90,000 annually, commensurate with the skills, talent capabilities, and experience each candidate brings to this role. Benefits include health, dental, and vision insurance (25% employee contribution), Flexible PTO (paid time off) (after 90 days), work-from-home options, and support for ongoing professional development.

How to Apply:

Please send your resume and a cover letter sharing why you are interested in this role and what makes you an ideal candidate for this position to: EDsearch@icicle.org. Please, no phone calls.

Applications are accepted on a rolling basis, with priority consideration given to candidates who apply by November 11, 2024. We look forward to a successful candidate starting in early 2025.

If you are interested in the role but would benefit from asking clarifying questions before applying, feel free to reach out to the current ED, Phil Lacey, via email at phil@icicle.org.

We are committed to fostering a culture where every employee is valued and respected for their unique experiences and perspectives. We believe a diverse and inclusive work environment contributes to the rich exchange of ideas and diversity of thoughts, encourages innovation and brings the best programs and educational opportunities to our community.