

Founding Executive Director Brannan Center

WHO WE ARE

Brannan Center, a 501(c)3 nonprofit organization, was established in 2020 by a dedicated group of local civic and community leaders seeking to build a community hub. Its mission is to empower the greater UpValley community with opportunities to experience performing arts and community programming that celebrate culture and promote vitality in the region. The center's vision is to create a space that restores, enlivens, and cultivates the human spirit through community, creativity, and learning. Brannan Center is well on its way to completion and is scheduled to open in the fall of 2025. For more information, please visit buildbrannancenter.org.

ABOUT THE ROLE

Brannan Center, a new performing arts and community center in the upper Napa Valley, California, is seeking to hire a dynamic and experienced leader to serve as its founding executive director. This individual will design and initiate all operational and strategic programs in preparation for the opening of the center and will go on to lead the organization and direct it to achieve its mission and vision.

The successful candidate will exhibit a passion for community and the arts and relish the opportunity (and the challenge) of creating a dynamic new organization and its culture.

This exempt, full-time position reports directly to the board of directors, supervised by the board chair.

GENERAL RESPONSIBILITIES

The successful candidate will develop, manage, and execute all aspects of operations, including overseeing the administration, programs, and strategic plans of the organization. In partnership with the board, the executive director will shape the future of Brannan Center, ensuring its success with relevant programming and community engagement.

AREAS OF RESPONSIBILITY

Program and Operational Planning

- Oversee completion, opening, and ongoing management of the center
- Evaluate and update current business plan
- Design, develop, and implement operating procedures
- Coordinate program and performance planning and negotiate artist contracts
- Plan and coordinate scheduling system for use of facility

Human Resources Management

- Evaluate needs of the organization; create a plan and schedule for future staffing in all areas including administration, development, facilities management, finance, marketing/communications, and programming
- Oversee future hiring for all positions
- Develop and implement comprehensive human resources policies, ensuring policies are clear, codified, and compliant with local, state, and federal law
- Provide supervision, guidance, and HR support to staff and volunteers

Fundraising

- Devise, implement, and oversee annual fundraising program
- Provide direction and support to development committee and staff to achieve fundraising goals for capital campaign and ongoing annual giving programs
- Actively identify, cultivate, and develop relationships with individual and institutional donors to create a strong base of philanthropic support
- Coordinate grant activities, including research of prospective institutional funders, requests for funding support, and interim and final reporting for grants received

Marketing and Public Relations

- Oversee ongoing external communications, including programmatic and institutional marketing, and public relations
- Develop marketing and public relations plan to maximize awareness of, excitement around, and press coverage for the 2025 opening of the center
- Serve as the external face of the center and be a regular presence in the community

Financial Management

- Establish financial policies, procedures, and controls to effectively steward resources
- With finance committee, create annual financial plan and operating budget
- Manage preparation of monthly financial statements for the finance committee and board
- Ensure successful completion of annual review/audit, ensuring timely completion of process and filing of all necessary tax and charitable registration forms

Governance & Board Relations

- Work with board to develop and implement governance policies and best practices
- Prepare materials for and attend board and committee meetings
- Identify and recruit new board members in collaboration with the governance committee,
- Support board members as they fulfill their fiduciary, governance, and resource generation responsibilities

QUALIFICATIONS

- Bachelor's Degree required; advanced degree preferred
- A minimum of 5 years' experience as an effective leader within the nonprofit sector
- Experience, understanding, and familiarity with the performing arts a plus
- Collaborative, personable, and entrepreneurial partner
- Prior experience with capital campaigns and/or facilities management a plus
- Strong experience in finance, programming planning and development, public relations, marketing, human resources, and fundraising
- Excellent oral and written presentation and communication skills
- Proficiency with computers and software programs, including accounting software, Office 365, customer relationship management database, and website content management
- Ability to thrive in a small, fast-paced environment while managing time effectively
- Passion for the center's mission and work, and desire to become a visible member of the UpValley community

POSITION

The founding executive director is a full-time, exempt position that will be based in Calistoga, California. The position will work remotely while construction of Brannan Center is completed. In addition to regular business hours Monday-Friday from 9:00am-5:00pm, weekend and evening hours throughout the year will be required for performances, meetings, and other events.

COMPENSATION

The annual salary for this full-time exempt position is \$150,000-\$190,000, commensurate with experience and skills. Compensation includes health care coverage, as well as paid holidays and paid time off (PTO).

How to apply:

Submit a cover letter, resume, and three references to the ED Search Committee at ED.Search@sonic.net or mail to ED Search Committee, PO Box 466, Calistoga CA 94515. No phone calls, please.

Brannan Center is committed to the values of diversity, equity, and inclusion for all. We commit to creating a center that is open and accessible to every member of our extended community, providing a home for enrichment without physical, economic, social, or communication barriers.