

The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and

Executive Director
Lotus Education and Arts Foundation
Bloomington, Indiana

The Lotus Education and Arts Foundation is seeking a full-time Executive Director to lead a robust non-profit multicultural arts organization based in Bloomington, Indiana. The organization's year-round initiatives include one of the oldest world music festivals in the U.S.; a highly impactful arts-education program in schools; community visual-arts outreach; and concerts, classes, and more in its recently renovated Lotus Firebay venue.

About Lotus:

The Lotus Education and Arts Foundation ("Lotus"), founded in 1994, is a mid-sized non-profit arts organization in Bloomington, Indiana, dedicated to year-round presentation of music and art from around the world. Its annual flagship event is the large-scale Lotus World Music & Arts Festival, an internationally recognized multi-day/multi-venue event that currently serves audiences of 12,000-15,000, including a destination-tourism market. Lotus' other signature program is Lotus Blossoms, a multicultural arts-education outreach initiative that regularly serves ~10,000+ students each year in 30+ schools across a 6-7 county region in south-central Indiana. Lotus also presents a robust visual-arts program, as well as standalone concerts, workshops, and community partnership events. The organization recently acquired and renovated a small venue space; regular Lotus and rental programming commenced in this space in early 2019. Information about Lotus is available at www.lotusfest.org.

The Lotus annual budget is ~\$500,000. Lotus operates with a permanent staff of 5-6, supplemented by a rotating contingent of Indiana University interns and graduate assistants plus a dedicated volunteer corps that numbers 600+ annually.

Duties:

The Lotus Executive Director reports to the Board of Directors and is responsible for strategically advancing the mission of Lotus, serving as its public face and the primary administrator for the daily operations of the organization. ED responsibilities include strategic visioning; financial management, contract administration, and legal compliance; staffing and staff supervision; oversight and evaluation of program development and delivery; oversight and evaluation of fundraising, grant writing, marketing, and communication efforts; oversight of Lotus building and its utilization; and effective Board, community, partner, and stakeholder relations. The ED also has direct responsibility for executing certain areas of program content, production, logistics, and infrastructure.

Examples of ED duties include, but are not limited to:

- Creating and maintaining a productive organizational culture of collaboration and accountability through hiring and supervising permanent and contract staff; facilitating recruitment of student interns and work-study positions; conducting annual staff reviews;

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mediating staff issues as needed and overseeing compliance with all Lotus Personnel Policies; managing employee benefits.

- Developing and managing organizational budget; managing bookkeeping, payroll, IRS and state tax filings/compliance, banking, business- entity reporting, endowment/investments, insurance, event cash handling and point-of-sale, and all other tasks or considerations related to organizational financial health, legal compliance, and compliance with Lotus Fiscal Policies.
- Administering all Lotus events with staff and volunteers; participating in volunteer committees and event planning; ensuring Lotus programs are produced to the highest standards of quality and are in compliance with all applicable laws, statutes, licensing, and permit requirements; establishing and managing vendor relationships; working closely with City and County officials and local/state public-safety officials.
- Supervising and in conjunction with the Artistic Director, creating short- and long-term visions to guide programming, setting groundwork for upcoming seasons and/or future initiatives through advance planning; participates in program evaluation and improvement; creates an annual Lotus programming plan according to Lotus budget, mission, and resources.
- Overseeing Lotus physical facility, office, and venue considerations; coordinating IT resources; ensuring creation and administration of procedures and policies for venue operations; managing legal, permit, and tax compliance for Lotus-owned property.
- Serving as main liaison to Board of Directors; participating in Board committees and Board meetings; working with Board and staff on strategic planning and progress towards strategic goals; initiating partnerships with community, corporate, and campus entities; serving as public spokesperson for Lotus to promote the organization and engage the community at large.
- In collaboration with appropriate staff members: overseeing fundraising operations and participating in annual development goals, donor relations, and grant applications; overseeing Lotus marketing and communications, ensuring consistency of voice and messaging across platforms; overseeing and periodically evaluating Lotus strategic and program partnerships.

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Qualifications

The successful candidate must have a commitment to the Lotus mission of creating opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts. A graduate degree in a related field or equivalent experience and experience at the director or executive level managing an arts non-profit organization are essential.

Experience with music festivals or similar arts administration and business administration, familiarity with world music, and excellent written and oral communications skills are expected. The Executive Director must also have long-term planning experience with an eye toward future growth, proven fund development skills, success with grant writing and management, and an ability to work collaboratively with diverse groups and to manage and resolve complex problems.

Applicants should have financial management skills, including some experience with bookkeeping and payroll software and Microsoft Office products.

Salary Range: \$50,000- 65,000 (plus health insurance and benefits) commensurate with experience

How to Apply:

Send letter of application, resume, and contact information for four (4) references to the Lotus ED Search Committee, via email at lotusEDsearch@lotusfest.org.

Review of applications will begin on March 24 and will continue until the position is filled.