

RIVERWORKS ART CENTER

Director of Operations

Job Summary: Founded in 2022, Riverworks Art Center is uniquely situated in the heart of Montgomery County's Agricultural Reserve. Riverworks' mission is to foster creative placemaking by developing Poolesville as a hub that integrates art, culture, and history to strengthen human connections, quality of life, and economic activity in the Montgomery County Agricultural Reserve and the greater Washington, D.C. area. Currently, programming is offered at three locations in Poolesville: Alden Farms; Locals Farm Market and a newly constructed outdoor stage located on the property of the historic 1820's Methodist Church. The Church is being renovated into a state-of-the art performing arts center and gallery space. Our vision is to create a vibrant, inclusive arts campus in the heart of Poolesville—where historic buildings and open gardens become spaces for connection, creativity, and community. We aim to foster a flourishing cultural and economic future for Poolesville, the Agricultural Reserve, and the Greater Washington D.C. area.

POSITION DESCRIPTION: Riverworks Art Center is looking for a well-rounded, collaborative leader who will work closely with the Center's co-founders, Board of Directors, and community to provide arts programming while building out the new performing arts center. The Director of Operations is a full-time, exempt position which will report to the co-founders. The Director of Operations is responsible for the operational and fiscal management of Riverworks. This role involves leading a dynamic team, fostering community relationships, support of fundraising, and ensuring the delivery of high-quality artistic programs and exhibitions.

KEY RESPONSIBILITIES:

Leadership and Management

- Oversee daily operations, ensuring efficiency and effectiveness.
- Develop and execute plans to implement strategies developed by co-founders and the Board of Directors.
- Foster a positive and inclusive organizational culture.

Management of Staff and Volunteers

- Recruit and train staff, conduct performance evaluations and support staff growth.
- Facilitate weekly staff meetings.
- Oversee the development of a volunteer/intern network.
- Foster a collaborative work environment.

Financial Oversight

- Assist with preparation of the Board Financials and Annual Budget.
- Support the Board and co-founders in fundraising and partnership efforts.
- Assist in identifying grants to support programming and operations.
- Monitor income and expenses to budget.

Programming

- Oversee a diverse range of artistic programs, exhibitions, and events.
- Ensure programs align with Riverworks' mission.
- Ensure programs engage a broad audience.

Communication

- Oversee the implementation of the Riverworks' Communication Plan and adapt it to current needs. This includes communication templates for donors, Messaging Guide, and Media Resources.

Advocacy and Engagement

- Support relationships with local, state, and national stakeholders, donors, and partners in collaboration with the co-founders and Board of Directors.
- Represent Riverworks at public events, meetings, and media engagements.
- Promote Riverworks' programs and initiatives to increase visibility and support at the local, state, and national level.

Board Relations

- Serve as the primary liaison between the Board of Directors and Riverworks staff.
- Attend Board of Directors meetings, providing regular updates and financial reports.
- Assist in the recruitment and orientation of new Board members.

Other Duties as Required

QUALIFICATIONS:

- Bachelor's degree in arts administration, business, or a related field (master's preferred).
- Minimum of 5 years of experience in a leadership role within a nonprofit, preferably an arts or cultural organization.
- Experience in fundraising and financial management.
- Strong interpersonal and communication skills.
- Commitment to the Riverworks mission.
- Experience in employee management and basic human resources knowledge.
- Proven proficiency with Microsoft Office Suite (particularly Excel and Word), QuickBooks, Wix, Google Workspace and email management programs.
- Ability to prioritize and execute a wide variety of concurrent responsibilities.
- Ability to work some evenings and weekends.

SALARY AND BENEFITS:

- Annual Salary: \$70,000 to \$80,000, commensurate with experience
- 21 Days of PTO
- 12 Federal Holidays
- Health Insurance (50% of premium paid by Riverworks)

E-mail cover letter and resume to Contact@Riverworksart.org. Please put “Director of Operations” in the subject line.

Riverworks is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, veteran status, or any other protected status under applicable law.