

Administrator Job Description

Full-time: Reports to Board of Directors Salary range \$45,000 -\$50,000

Position Summary

The Administrator (Admin) will be an experienced nonprofit leader, responsible for all aspects of administering Akron Soul Train's mission and vision. This includes strategic planning, financial management, development, and community outreach. The Admin will supervise the AST staff overseeing the gallery operations, artistic planning, programming, and educational activities. The Admin will be AST's chief fundraiser, and networker throughout the region, cultivating new partnerships and relationships to enhance AST's profile and visibility. Partnering with the Board to establish the strategic direction of AST, they will implement programs and initiatives in fulfillment of AST's mission and values.

Qualifications

The ideal candidate will:

- Be comfortable, passionate, and familiar with the Akron area arts scene.
- Possess a strong nonprofit management background with at least 3 to 5 years' experience
- Have excellent financial management and technical skills
- Be an excellent public speaker
- Be above average with communication skills
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and, at times, stressful environment.
- Proficient with Microsoft Office Suite, Google Workspace, Bloomerang, Monkeypod, Square, Stripe, WIX software.

Roles and Responsibilities

- The Admin will provide leadership and implement policies and programs to carry out the work of Akron Soul Train (AST).
- Serve as the Face of AST clearly articulating its mission, vision, and impact on the Akron Area.
- Develop staffing models and implement them including internships
- Develop a Volunteer Strategy and implement it with staff.
- Develop strategic partnership agreements with community organizations to advance AST's outreach activities in Akron and surrounding communities.
- Collaborate with the Board to develop short and long-term financial goals and strategies
- Exemplify excellence in the day-to-day operations of AST
- Spearhead all development activities, working closely with AST Staff to fulfill expected outcomes.
- Performs other related duties as assigned.

Education and Experience:

Bachelor's degree in related field required, Master's degree highly preferred.

At least three to five years of non-profit management and/or experience related to arts management required with supervisory and leadership experience preferred.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Ability to stand for an hour.

Must be able to lift 20 pounds at times.