



Executive Director

Organization: Creative Arkansas Community Hub & Exchange (CACHE)s

Location: Hybrid of remote and on-site work; Northwest Arkansas

Direct Supervisor: The Board of Directors (CACHE)

Status: Full-time

Benefits: Full

Salary range: \$120,000- \$150,000 (commensurate with experience)

Background

CACHE's mission is to work with creatives, communities, and organizations to empower a more inspiring, inclusive, and equitable Northwest Arkansas, with a focus on emerging, underrepresented, and underinvested pockets of creativity. CACHE's work provides resources to artists and artist communities to democratize access to the arts and increase avenues for financial security for artists, creatives, and creative industry workers. CACHE focuses on infrastructure development, arts engagement and participation, grantmaking, data collection, advocacy and policy, and capacity building for the full Northwest Arkansas cultural sector, to create conditions favorable for local arts innovation. In addition, CACHE supports the elevation of Northwest Arkansas as a premier destination for the arts, with the goal of encouraging additional public support, cultural tourism, economic development, and diversity, equity, inclusion, accessibility, and belonging (DEIAB) best practices.

Summary of the Position

CACHE works in and between various sectors of the Northwest Arkansas community, creating connections between artists, creatives, nonprofits, municipalities, universities, cultural institutions, and funders to build a more equitable and inclusive region. The Executive Director is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for overseeing all aspects of the organization's strategic planning, and operations, including fundraising, program development, financial management, and staff supervision. As a mentor to the staff, the Executive Director will motivate and empower the team to achieve their best work.

In addition to operational responsibilities, the Executive Director will be a strong leader who inspires others to engage with the CACHE's mission. They will work closely with the Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

The Executive Director will be a motivational leader with a proven track record of success in nonprofit management. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent the organization to a variety of audiences.



This role will work as part of a collaborative team for the first 18-24 months in an “all hands on deck” capacity as its management capacity grows, likely managing various creative projects, programs, initiatives, and team members. This role is a great opportunity for a seasoned team leader with a background in finance, management, accounting, human resources, and the arts. This position is full-time and occasional evening and weekend work may be required.

Key Responsibilities:

Organizational Leadership & Board of Directors Relations:

- Collaborate with the Board of Directors to ensure that the organization is fulfilling its mission.
- Provide regular updates to the Board of Directors regarding the organization’s operations and performance.
- Work with the Board of Directors to develop and implement policies and procedures that support the organization’s mission and goals.
- Organize and implement annual board training and new board member onboarding

Staff Management & Mentorship:

- Serve as an inspirational leader to the organization’s staff, providing guidance, motivation, and support to help them succeed in their roles.
- Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents.
- Supervise Director-level staff members: including providing ongoing and regular support and feedback to the Director of Communications, Director of Creative Development, and Director of Arts Services
- Provide regular feedback to staff members both in the form of ongoing coaching and formal performance evaluations, to ensure they are meeting performance growth expectations and growing in their roles.
- Develop and implement staff development plans to support the ongoing growth and professional development of each team member.
- Model and promote the organization’s values and culture, setting standards for ethical and effective behavior in all interactions.
- Ensure that staff members are fulfilling their roles effectively, and work with them to identify opportunities for improvement and growth.

Financial Management & Leadership:

- Oversee the organization’s financial management, and annual budget, in partnership with the Board of Directors, ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.
- Monitor financial performance on an ongoing basis, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget.
- Ensure that financial reports are accurate, and provide detailed financial analysis and reporting to the Board of Directors in a timely manner



- Collaborate with the Board of Directors and other stakeholders to identify opportunities for revenue growth and cost savings, while also ensuring that the organization remains financially stable and sustainable for the long term.
- Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization's financial policies and procedures are in compliance with all relevant regulations and guidelines.

Fundraising & Development:

- Cultivate relationships and build trust with current foundation funders.
- Identify new and diverse funders.
- Work with the Board of Directors and other stakeholders to establish fundraising priorities and oversee grant renewal applications.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Monitor progress toward grant funding goals and make adjustments as needed.

Program Development & Management

- Develop and implement a strategic program planning process to evaluate and measure how current and future initiatives align with the organization's mission and goals, working closely with the staff, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization's constituencies
- Manage the day-to-day operations of current and future CACHE programs and projects
- Provide oversight and strategic feedback to staff and volunteers to ensure that all initiatives are executed with excellence and create the most impact on the mission of the organization. Current CACHE programs and projects include: The Medium, Artists Creative Fund, YOLO, Social Hour, Jeffersonian Dinners/Nonprofit Roundtables, Groundwaves, Creative Exchange Fund, and Online Resources
- Provide vision and direction for The Medium, including but not limited to program support, assessment, and evaluation; grant proposal writing and reporting; and funder relationship management, alongside Medium team members to ensure work is executed in concert with this vision and direction
- Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed.
- Expand programs and services as appropriate to fulfill the organization's mission, working with the Board of Directors and other stakeholders to identify opportunities for growth and innovation.
- Ensure the programs are implemented in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.
- Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.



- Support the Director of Creative Development to plan programming and submit grant requests to fund 2025 Arts Services initiatives focused on creatives, all in coordination with nonprofit programming, thus ensuring that CACHE serves both arts and culture organizations and creatives.
- Support Director of Arts Services in the development and execution of all nonprofit arts services programming -such as Social Hour- and nonprofit resource development

Marketing, Communications, & Public Speaking:

- Support the Director of Communications to develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.
- Support the Director of Communications to create and maintain the organization's brand and messaging across all channels.
- Act as the organization's spokesperson and represent the organization at public events and speaking engagements, alongside the Director of Communications

Strategic Assessment Focus:

- Work to align outputs of the organization's strategic assessment with the funding priorities of funders without compromising the mission
- Work with the Board of Directors and staff to make decisions in line with the organization's strategic assessment
- Assess the organization's performance and make programmatic adjustments as needed
- Ensure that the organization's programs and activities align with the strategic plan and the organization's mission and values.

Qualifications

We recognize that people's lived experiences and motivations for entering the arts sector vary greatly. Given this, we are open to a wide range of experiences and educational backgrounds.

- 5+ years of senior leadership experience in Management, Human Resources, Finance, and/or Operations and Arts Administration
- Track record of success in driving organizational change and results, building and managing teams of people, facilitating decision-making, developing and managing complex projects, vendor relationships and complex budgets
- Deep understanding of nonprofit financial statements & concepts
- Demonstrated experience and success in fundraising and development.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors, community leaders, and other stakeholders.
- Dedication to best practices around diversity, equity, inclusion, accessibility, and belonging (DEIAB)



A successful candidate would likely also:

- Share CACHE's values of creativity, beginner's mindset, diversity and collaboration, integrity with humility, and a passion for empowering artists and creative communities
 - Value being a team player with a sense of collaboration and a commitment to teamwork.
 - Treat other people with respect and resolve issues in a way that preserves and strengthens relationships.
 - Engage comfortably in growth roles and delegation.
 - Prioritize practical solutions-based thinking.
- Prioritize processes and results mutually, focusing on relationship-building, listening, and co-creation
 - Respect partners of all types uniformly and view partners as peers
 - Integrate listening and findings into strategic operations decisions.
 - Build partnerships in service to alignment, sometimes with unexpected allies.
- Practice detail orientation and system thinking
 - Collect and streamline data for access and application.
- Communicate well: in person, via phone, and through written communication.
- Be technology savvy: highly skilled with Word, PowerPoint, and Excel and can learn other programs - Submittable, Google Workspace, etc.
- Be committed: Continual growth through ongoing professional development.
- Flexibility to work in a hybrid environment

Work Environment

Work is a combination of on-site and virtual. The noise level in the work environment will usually be moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand and sit. The employee must occasionally lift and/or move up to 50 pounds.

How to Apply

Please email one PDF titled with your full name that includes your cover letter, resume, and three professional references (including relationship to applicant, years known, title and employer, and preferred contact information) to the CACHE team: team@cachecreate.org.



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