

WASHINGTON COUNTY ARTS COUNCIL EXECUTIVE DIRECTOR SEARCH

Washington County Arts Council | Hagerstown, Maryland

Transform Arts and Culture in Washington County as Our Next Executive Director

The Washington County Arts Council (WCAC) seeks an inspiring and strategic Executive Director to lead our historic organization into its next chapter of growth and community impact. Since 1967, WCAC has served as Washington County's designated County Arts Agency and the heartbeat of arts and culture in our region. We're looking for a visionary leader to amplify our mission and implement our Strategic Plan 2025-2027.

THE OPPORTUNITY

As Executive Director, you'll be the CEO of a dynamic arts organization with a \$400,000 annual budget, managing a dedicated team while fostering relationships throughout our vibrant community. This is a unique opportunity to shape the cultural landscape of Washington County while building on 55+ years of artistic excellence and strong organizational momentum.

You'll partner with our Board of Directors, collaborate with regional and state arts partners, and serve as the champion for arts and culture in Washington County. Your leadership will directly impact thousands of annual visitors, 150+ regional artists represented in our galleries and shop, arts organizations benefiting from our grant programs, and countless community members enriched by our exhibitions and programs.

WHAT YOU'LL DO

Lead & Inspire (25%)

- Serve as CEO providing strategic vision and operational excellence
- Supervise and mentor staff to build organizational capacity
- Develop annual exhibition strategies that highlight regional talent
- Set organizational priorities and drive mission advancement
- Create and implement policies that ensure organizational sustainability
- Provide gallery coverage and operational support as needed
- Oversee volunteer programs including recruitment, training, policies, and recognition

Secure Resources & Build Support (25%)

- Write and manage grants from state, federal, and private foundations
- Cultivate individual donors and corporate sponsors

- Lead annual fundraising events and membership campaigns
- Manage donor database and stewardship programs
- Develop innovative revenue strategies to grow our impact

Partner with the Board (15%)

- Serve as primary staff liaison to the Board of Directors
- Staff board committees with comprehensive reports and recommendations
- Lead strategic planning for exhibitions and retail operations
- Support board recruitment and governance best practices
- Facilitate effective committee decision-making and implementation

Manage Finances & Operations (15%)

- Oversee \$400,000 annual budget with fiscal responsibility
- Ensure compliance with all grant requirements and reporting deadlines
- Set pricing strategies and monitor financial performance
- Manage facilities including gallery space and offsite storage
- Oversee vendor relationships and contracts

Build Community Partnerships (10%)

- Develop and maintain institutional partnerships with arts organizations, government entities, and community groups
- Lead community initiatives like Washington Goes Purple
- Represent the WCAC at Chamber, Rotary, and civic events
- Cultivate relationships with elected officials and community leaders
- Negotiate MOUs and partnership agreements

Be Our Public Champion (10%)

- Serve as primary spokesperson and ambassador for the arts
- Manage media relations and public communications
- Network with Maryland State Arts Council and peer organizations
- Deliver compelling presentations about our impact
- Oversee marketing strategies and brand management

WHAT YOU BRING

Required:

- Bachelor's degree plus 5+ years nonprofit management experience (or equivalent combination of education and experience)
- 3+ years demonstrated success in fundraising, grant writing, and development

- Demonstrated success securing grants from state, federal, or foundation funders
- Experience supervising staff and collaborating with boards of directors/volunteers
- Strong financial management and budgeting skills
- Excellent written and verbal communication abilities
- Database management experience (DonorView experience is a plus)
- Valid driver's license and reliable transportation
- Availability to work Tuesday-Saturday schedule with periodic evening commitments

Ideal Candidates Also Have:

- Experience leading arts or cultural organizations
- Knowledge of Maryland State Arts Council grant programs and requirements
- Established relationships in Washington County's business and civic community
- Corporate sponsorship development experience
- Volunteer program management experience
- Passion for supporting regional artists and arts education

WHAT WE OFFER

- **Salary:** \$50,000-\$55,000 annually, commensurate with experience
- **Paid Time Off:** 12-20 days annually based on tenure, plus 11 paid holidays
- **Schedule:** Tuesday-Saturday with Sundays and Mondays off, providing excellent work-life balance
- **Professional Development:** Opportunities through Maryland State Arts Council and regional arts networks
- **Location:** Beautiful downtown Hagerstown in the Arts & Entertainment District with free parking
- **Impact:** Lead an organization that transforms lives through the arts
- **Community:** Collaborate with passionate artists, community partners, and cultural leaders throughout the region

ABOUT WCAC

- The Washington County Arts Council has served as Washington County's designated County Arts Agency since 1967, enriching our community through gallery exhibitions, arts education, retail operations featuring 150+ regional artists, and grant programs supporting local arts initiatives. Our gallery hosts 8-10 exhibitions annually, and our programs reach thousands of residents and visitors each year.
- Located at 34 South Potomac Street in downtown Hagerstown's Arts & Entertainment District, WCAC operates in a vibrant, walkable neighborhood with free parking, surrounded by restaurants, shops, and cultural venues.

THE POSITION

- This is a full-time, exempt position working Tuesday through Saturday (40 hours per week) with Sundays and Mondays off. The schedule includes periodic evening board meetings and 2-3 special events monthly. Tuesday serves as an administrative day with the gallery closed to the public, providing dedicated time for planning, grant writing, and strategic work.
- Gallery Public Hours: Wednesday-Friday 11am-7pm, Saturday 10am-6pm

HOW TO APPLY

Submit the following materials to ExecutiveDirector@WashingtonCountyArts.com with subject line "Executive Director Search":

1. **Cover letter** (2 pages maximum) addressing:
 - Your vision for arts leadership in a community setting
 - Your approach to fundraising and community engagement
 - How you would leverage dedicated administrative time to maximize strategic impact
2. **Resume** demonstrating relevant experience
3. **Two writing samples** (any professional writing such as reports, proposals, articles, or grant applications; 5 pages maximum total)
4. **Three professional references** with contact information (references will only be contacted with your permission)

Application materials should be submitted as PDF attachments.

Application Deadline: December 12, 2025

Anticipated Start Date: Late January 2026

Please note: We will only accept applications via email. No phone calls or walk-in applications, please.

We strongly encourage applications from candidates excited about our mission, even if you don't meet every qualification. WCAC values passion, potential, and commitment to community arts. **Washington County Arts Council is an Equal Opportunity Employer committed to building a diverse and inclusive team.**