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**MANAGING DIRECTOR**

**Job Description**

**Introduction**

The Hermitage Artist Retreat is a multi-disciplinary artist retreat uniquely serving artists, the creative process, and the community. The mission of the Hermitage is **to inspire and foster the most influential and culturally consequential art and artists of our time**. Located on a nine-acre beachfront campus in Manasota Key at the southern tip of Sarasota County, Florida, we provide diverse and accomplished artists with multi-week residencies to create new works of art, theater, music, literature, and more. Hermitage Fellows have frequently described their experiences as “life-changing” and “transformative,” regularly noting that they accomplish more in any two weeks at the Hermitage than they otherwise might in two years. The award-winning original works created at the Hermitage are presented in renowned concert halls, theaters, museums, and galleries throughout our region and across the globe. In addition to the unique and invaluable experience we provide to artists, we take pride in our complementary missions of historic preservation, ecological restoration, and dynamic community engagement.

**HermitageArtistRetreat.org**

Artistic Director and CEO: Andy Sandberg

**POSITION OVERVIEW:**

*The Hermitage Artist Retreat seeks a Managing Director (MD) with demonstrated executive leadership skills, a deep knowledge of non-profit management and governance, and a passion for the arts and its impact. Over the last two years, the Hermitage has nearly tripled its revenue, staff, and programming; introduced dozens of new partnerships throughout Sarasota County and across the United States; and launched a new annual theater commission. The future is bright with expectations that this growth will continue.* ***The successful candidate should be passionate about having a role in a fast-paced, energized, and rapidly growing arts organization that is looking to make a significant and sustainable impact in both our community and the national artistic landscape.*** *In respect to our complementary missions of preservation and community engagement, the MD will play a pivotal role in collaborating with multiple local organizations to bring our missions to life and manage critical partnerships and relationships. This newly created MD role will be hands-on, operational, and strategic.*

*The Hermitage is the only major arts organization in the Gulf Coast region exclusively committed to the development and creation of new work across all artistic disciplines. Sarasota County is one of the fastest growing economies in the country, with the arts playing a pivotal role in the culture, community, and prosperity of the region.*

**JOB DESCRIPTION:**

Reporting to the Artistic Director/CEO, the Managing Director (MD) will implement and oversee the infrastructure and systems needed to support the daily operations of the organization and the advancement of the strategic plan, serving as a right hand to the CEO. The Managing Director is responsible for rendering the Artistic Director/CEO’s vision into practicable initiatives that are financially sound and supported, and which will inspire the board, staff, artists, and extended community. The MD will be responsible for the oversight of administrative and financial systems including accounting, information technology, risk management, government and community relations, human resources, databases, hospitality, marketing and communications, facilities, policies and practices, and the oversight of all contractors and vendors. As a member of the senior management team, the MD will be involved in a range of strategic planning and internal initiatives. The MD will function as the primary liaison to standing and ad-hoc board committees. The ideal candidate will continually evaluate company policies and practices to ensure maximum operational efficiency. Additionally, in support of our underlying missions of historic and environmental preservation, the MD will function as the direct conduit to various foundations, city, county, state, and federal organizations in the fulfillment of our goals and responsibilities.

**PRIMARY RESPONSIBILITIES:**

Under the guidance of the Artistic Director/CEO and the Board of Trustees, the MD will update, maintain, and execute the organization’s strategic plan with emphasis on non-profit operations and management; financial results and revenue streams; marketing, communication, and branding; and facilities/property management.

The MD will work collaboratively with all parts of the organization to ensure that all departments are fully integrated and aligned with the organization’s mission, vision, and values, while maintaining and cultivating deep relationships with community partners, locally, nationally, and internationally.

The MD will collaborate with the Artistic Director/CEO to support the development and effective operations of the Board of Trustees. This includes working with Board leadership to optimize efficient operations of the Board and its committees; providing regular written reports to Board; growing the Board through active cultivation and recruitment; and serving as a staff liaison for the standing committees of the Board.

The MD will serve as ‘boots on the ground’ to keep the day-to-day operations of the company running efficiently and successfully.

Overall fiscal management responsibility includes the review and preparation of monthly, quarterly, and annual financial reporting materials and metrics for the Artistic Director/CEO and Board of Trustees. The MD will oversee successful budget implementation, financial forecasting, cash flow, and coordination of audit activities as well as accounts payable and receivable.

The MD will develop relationships, maintain, and grow partnerships and collaborative ventures, while engaging with a wide variety of constituents, including business owners, donors, partner arts organizations, schools and colleges, and elected officials, enhancing the organization’s brand and reputation. Continue to cultivate and deepen relationships with foundations to grow contributed revenue.

The MD will have overall responsibility for HR policies and practices, including the recruitment and onboarding of staff. The MD will foster an office culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support.

Overseeing the marketing, branding, and communications efforts of the company, the MD will help to coordinate, develop, and implement marketing and public relations initiatives, sponsorship arrangements, timelines, and campaigns. Additionally, this position will help to promote the company’s mission and identity through managing the thoughtful and meticulous creation and placement of print materials, news stories, website notices, social media, news releases, and other assets.

In the absence of the Artistic Director/CEO (who maintains an active freelance career as a director, writer, and producer), the MD will serve as the representative of the company to all staff, board, artists, and other constituents. This may include donor and fundraising events; programming events; or other like opportunities to represent the Hermitage externally.

The MD will lead the relationships with external governmental, city, and state agencies, as well as local foundations and community organizations; all have an interest in historical and environmental preservation, civic responsibility, and community engagement.

The MD will oversee the general operations of the organization and its facilities. The MD will also be responsible for overseeing emergency planning and contingencies to ensure the safety and security of all employees, artists in residence, and property.

**QUALIFICATIONS:**

* A passion for the Hermitage’s mission and the organization’s commitment to supporting artists, the creative process, and the community.
* Ambitious, entrepreneurial, and goal-oriented – a sense of hustle with a bias for action; the ideal candidate works harder, longer and smarter than most.
* A creative problem-solver and dream-enabler who finds excitement in pursuing ambitious goals and achieving the highest possibilities; an optimistic leader who looks for ways to execute on every possibility rather than explaining why something is not possible.
* Demonstrated excellence in oral and written communication skills; strong writing, editing, and proofreading skills are essential.
* Significant leadership experience with multiple years managing the finance and administration of a substantial non-profit organization or similar business unit. Additional experience in a fast-growing non-profit arts organization of comparable growth trajectory is a plus.
* Experience in “crisis management” and finding effective and swift resolutions to matters of escalation.
* Ability to manage sensitive information with diplomacy and discretion.
* The ability to take accurate notes, summarize and retain information, and seamlessly translate into future communications.
* Facility in managing multiple priorities and time-sensitive deadlines. Organizational and project-planning skills are paramount, as is the management of multiple institutional partnerships.
* Available to work evenings and weekends in support of artist programs and donor events on campus and throughout our region.
* Proficiency with management software, databases, Microsoft Office, Google G-Suite, Zoom, and other relevant applications; familiarity with Salesforce a plus.
* Bachelor’s Degree and/or equivalent, or higher.

***The Hermitage Artist Retreat is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, artists, guests, and members of our community.***

**Location of position:** The Hermitage Artist Retreat on Manasota Key (Englewood, Florida / Sarasota County)

*Please note this is a full-time position, and non-local candidates will be expected to relocate.*

**Salary and benefits:** Salary commensurate with experience.Full benefits plan includes medical, dental, and vision, plus an IRA match. A relocation bonus may be provided, as appropriate.

**To apply, please submit**:

• Cover Letter

• Resume/CV

• Three References

**Submit Applications to**: [Jobs@HermitageArtistRetreat.org](mailto:Jobs@HermitageArtistRetreat.org)

Application deadlines: We are seeking to fill this position as soon as possible. Interested candidates are asked to submit their materials promptly.