



Position Profile EXECUTIVE DIRECTOR

Position	Executive Director
Location	Tucson, Arizona; hybrid
Status	Exempt; full-time
Annual salary range	\$72,000 - \$84,000

The Tucson Festival of Books (TFOB) is a premier community-based celebration of literature and literacy that takes place annually in early March on the University of Arizona campus. TFOB, which is presented free of charge and is the third largest book festival in the country, welcomes more than 140,000 people to the two-day event that features 300+ authors, 200+ exhibitors, and 35 venues, and engages 2,000 volunteers.

TFOB's mission is to promote literacy in southern Arizona and help improve literacy rates by providing financial support to literacy partners at the highest possible level. TFOB has distributed more than \$2.1 million since 2009 to local literacy organizations and programs.

The executive director reports to the TFOB Board of Directors and works collaboratively with the TFOB steering committee to successfully manage the operations of the festival and the 501(c)(3) organization.

To apply, send a cover letter and resume to applicant@tucsonfestivalofbooks.org by Oct. 31, 2023.

Duties and Responsibilities

Leadership and event project management

- Accomplish and exceed the organization's strategic objectives and goals while supporting and amplifying the organization's mission.
- Collaborate with the Board of Directors and Steering Committee chair(s) to establish, reinforce, evaluate, and improve procedures, communication, and problem-solving among the committee members and event volunteers.
- Attend meetings of the TFOB Board of Directors, Steering Committee, and other TFOB committees as needed and assist the respective committee chairs in developing productive meeting agendas and tactics to ensure collaboration and results.
- Develop, propose, and initiate new or more effective methods to streamline event operations and create new opportunities to increase audience engagement and satisfaction.
- Facilitate effective internal and external written and verbal communication.
- Anticipate and assess challenging situations to identify causes, gather and process relevant information through productive discussion and inclusion, and make recommendations to resolve issues.

Sponsorship relations and fundraising

- Support efforts of the Board of Directors and sponsorship chair to identify and develop new funding sources and/or increase existing sponsor contributions.

- Work with the marketing committee to develop and maintain a comprehensive sponsor information packet.
- Promote the benefits associated with Friends of the Festival and support its advancement while exploring and helping to execute new membership engagement opportunities and access to festival venues.
- Maintain and follow a calendar of grant deadlines while assisting the sponsorship committee with completing grant applications.

Budgeting, financial management, and nonprofit compliance

- Establish, support, and maintain the organization and event budgets and protocols for tracking revenue and expense.
- Develop and support a comprehensive overview and accounting of the financial health of the organization and make periodic progress reports to the Board of Directors and Steering Committee.
- Adhere to the organization's policies regarding cash and account management.
- Ensure that the organization has current and adequate insurance coverage.
- Ensure adherence to bylaws, governance policies, and relevant laws and regulations.

Staff supervision

- Establish position expectations, objectives, and workflows for paid staff, interns, and office/administrative volunteers.
- Hire, supervise, direct, and evaluate the work of paid staff, interns, and office/administrative volunteers, providing regular feedback and coaching.
- Maintain a positive work environment that maximizes the engagement and retention of team members while ensuring that the executive director's own behavior and the conduct of other staff members is consistent with ethical standards and aligns with the values of the organization.
- Develop and maintain appropriate human resources policies and procedures.
- Maintain an effective, secure, and productive office environment, including coordination and effective communication with university staff when repairs or layout changes are necessary for the workspace.

Board and volunteer relations and support

- Ensure that the TFOB Board of Directors has accurate and timely information to make operational, policy, and budgetary decisions.
- Assist in networking and recommending prospective volunteers to fill Board and Steering Committee positions.
- Assist in transition planning and training when Steering Committee leadership roles change.
- Ensure that standard operating procedures are regularly updated and are effective and clear to volunteers.

Information management

- Ensure that accurate records are kept of Board and Steering Committee meetings and that documents are retained per the document retention policy.
- Assist in the development, management and enhancement of the organization's internal and external information infrastructure and data management, storage, and security, including the core database system, web sites, and apps.

- Ensure accuracy of all data and information contained in the core database while also ensuring that sensitive information is kept confidential.
- Ensure that staff and volunteers who use the core database receive appropriate training and are informed of updates and changes to the system.

Marketing and community outreach

- Coordinate with the marketing committee to ensure that all content and publications are accurate, engaging, cost-effective, consistent, creative, and are available in print and digital formats.
- Assist in the development and review of all marketing materials.
- Explore and recommend multi-channel marketing and messaging opportunities to reach TFOB audiences locally, statewide, and across the country.
- Recommend and coordinate the gathering of survey data to ensure effective decision-making, prepare this information, and lead internal discussions.
- Expand the organization's efforts to become more diverse and inclusive in connecting, engaging, and presenting opportunities for employment, community outreach, and volunteer involvement.
- Ensure that outreach efforts support the mission and goals of the organization while increasing access to TFOB's programming.
- Build relationships with local media, prominent social media influencers focused on literacy, and authors to promote TFOB's brand, content, and messaging.

Desired qualifications

- Bachelor's degree in a related field
- Demonstrated success in event and/or project management and fundraising
- Demonstrated success in working with and supporting volunteer nonprofit boards, advisory committees, sponsors, and universities or colleges
- Ability to budget and manage financial operations effectively
- Ability to work collaboratively to set and achieve goals, identify and resolve problems, and make data-informed decisions that enhance organizational effectiveness
- Ability to plan, set, and adhere to timelines and standard operating procedures
- Ability to communicate effectively in written and verbal communication
- Comfortable and effective making public presentations
- Advanced knowledge of Microsoft Office applications, financial management software, databases, and CRM systems
- Ability to think strategically to anticipate and assess opportunities, risks, challenges, alternatives, and actions based on trends and changing conditions
- Marketing and media savvy

Working Conditions

- Normal office environment
- Occasional offsite, outdoor work, and mobility around the University of Arizona campus, particularly during the week of TFOB
- Meetings in-person and virtual

Benefits

- Benefits include paid time off