

## **Position Available: Executive Director**

**Arts Council of Southeast Missouri**

**Immediate Opening**

**Full-Time | Cape Girardeau, Missouri**

The Arts Council of Southeast Missouri (AC) is seeking a visionary, community-centered Executive Director to lead the next chapter of arts and culture in our region. Founded in 1961, the AC is the oldest arts council in Missouri. The organization serves the bootheel region by creating and promoting arts programming—from local and regional exhibitions and arts education to the Children’s Arts Festival and the Annual Arts and Craft Extravaganza. “The AC’s mission is to provide a forum for residents and artists of Southeast Missouri to explore, experience and share in the diversity and excitement of the visual, literary, performing, culinary and healing arts.”

This role is ideal for a creative leader who believes art belongs everywhere—schools, storefronts, sidewalks, and community spaces—and who is excited to build programs, partnerships, and funding that make that belief real. The Executive Director serves as the organization’s ambassador and provides leadership in fundraising, community outreach, arts education and the oversight of all operational, financial and administrative functions. This leader will ideally have experience or strong interest in cultivating individual donors and engaging regional and national grant makers in arts and community education.

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### **What You’ll Do**

As Executive Director, you’ll shape the big picture while staying connected to the people and places that make Southeast Missouri vibrant. You’ll:

- Lead fundraising efforts, including grants, sponsorships, memberships, donor relationships, and fundraising events
- Manage budget and finances; ensure compliance; oversee operations and HR
- Build strong partnerships with artists, educators, schools, nonprofits, businesses, and community leaders
- Champion accessible arts education and creative opportunities for all ages
- Oversee exhibitions, events, and public programs that activate our region, and evaluate impact; adjust for sustainability
- Collaborate with an engaged Board of Directors to lead strategy and growth; develop and review annual plan with clear goals
- Serve as a visible advocate for the arts—telling our story, sharing our impact, and inviting the community in
- Create marketing plans; expand visibility; leverage digital channels and best practices in technology

This is a hands-on leadership role where ideas turn into action and creativity meets community impact. A more comprehensive description of responsibilities is available upon request.

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## Who We're Looking For

You might be a great fit if you are:

- A creative professional who thrives at the intersection of art, people, and purpose
- Enjoys fundraising, writing grants, and building relationships that lead to support
- Energized by collaboration, outreach, and community-driven work
- Organized enough to manage details, but imaginative enough to dream big
- Passionate about equity, access, and expanding who gets to participate in the arts

Nonprofit or arts administration experience is a plus—but we're equally interested in your vision, curiosity, and ability to lead.

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## Why This Role Matters

- You'll shape programs and partnerships that reflect the region
- You'll work directly with artists and educators to create meaningful opportunities
- You'll help grow sustainable funding for arts and education
- You'll make a visible impact on how creativity shows up in everyday life across Southeast Missouri

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## Schedule & Compensation

- Full-time, with some evenings and weekends for events
- \$42,000 - \$48,000 Salary commensurate with experience
- Optional Healthcare Insurance available following a 90-day orientation period
- Professional development opportunities available

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### Ready to build something meaningful?

We would love to hear from you.

Email us at [apply@capearts.org](mailto:apply@capearts.org) preferably by February 9, 2026

Review of applicants continues until position is filled

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#### Application Materials:

Cover Letter/Letter of Interest

Resume

Contact information for three professional reference

Please email the required application materials to [apply@capearts.org](mailto:apply@capearts.org)

Incomplete applications will not be reviewed.