

# Folklore Village Executive Director

## Description

The Executive Director (ED) of Folklore Village provides visionary leadership and oversees all aspects of the organization, ensuring its mission-driven sustainability and growth. Reporting to the Board of Directors (BOD), the ED supervises all staff and serves as the primary representative of Folklore Village to participants, donors, local and national folklife organizations, and cultural and economic partners. Key responsibilities include strategic planning, financial oversight, program development, fundraising, facilities management, and marketing. The ED is accountable for maintaining a balanced budget and fostering effective programming that supports the long-term success of Folklore Village.

**Salary:** \$55,000 - \$65,000

**Salary - Type:** Yearly Salary

**Job Type:** Full-time

**Job Function:** Director/Administration

**Minimum Experience:** 3-5 years

## Responsibilities

- **Leadership & Strategy:** Provide visionary leadership, oversee all operations, and ensure long-term sustainability of Folklore Village.
- **Financial & Administrative Oversight:** Develop and manage the annual budget, oversee financial reporting, and ensure compliance. Manage records.
- **Fundraising & Development:** Lead fundraising initiatives, secure grants, and cultivate donor relationships.
- **Marketing:** Oversee and produce publicity using various media (print, web, social media). Effectively raise awareness and engage audiences.
- **Community Engagement & Stakeholder Relations:** Develop outreach strategies and build partnerships with cultural and educational organizations. Build relationships with stakeholders. Build partnerships and connect with people, lead groups, and inspire support.
- **Staff & Volunteer Management:** Hire, supervise, and support staff; recruit and engage volunteers. Foster a positive and collaborative work environment.
- **Governance:** Work closely with the Board of Directors and committees. Support governance and strategic planning.
- **Programs & Events:** Oversee the planning and execution of festivals, workshops, and community programs.

- **Facilities & Operations:** Ensure maintenance of buildings, grounds and other infrastructure, including IT systems and prairie restoration.
- **Collections:** Preserve archives, sound recording, and three dimensional collections.
- **Additional Duties:** Take on additional responsibilities as needed.

## Requirements

- **Bachelor's degree in a relevant field;** Master's degree preferred.
- **Proven experience in nonprofit leadership and operations,** with a strong track record of overseeing operations, staff and volunteers; 5 years in a management role would be preferred.
- **Strong fundraising experience,** including the development of campaigns, grant writing, and resource cultivation.
- **Excellent communication skills,** both written and public speaking, with the ability to engage diverse audiences and stakeholders.
- **Commitment to Folklore Village's mission and vision,** with a passion for folklife, cultural preservation, and community engagement. Understanding of regional/national interests in cultural preservation.
- **Experience in managing programs and events,** with a focus on community involvement and mission-driven outcomes.
- **Expertise in some traditional folklore practices or folk arts,** such as folk music, dance, culinary traditions, crafts, ethnic costuming, etc
- **Flexibility,** ability to adapt to changing priorities and situations.

Application deadline: June 1, 2025

Applications shall include 1) A letter of application, 2) Resume or Curriculum Vitae, 3) Three references with contact information.

Questions and applications should be submitted to: [folklorevillageboard@gmail.com](mailto:folklorevillageboard@gmail.com)