



Job Title: Executive Director

Organization: Idaho Falls Arts Council

Location: Idaho Falls, ID

Employment Type: Full-time, Exempt

Application Deadline: 9.8.2025

Salary: Commensurate with experience

About the Idaho Falls Arts Council (IFAC)

Our mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho.

The Idaho Falls Arts Council is a private nonprofit organization which owns and operates the Willard Arts Center, the Colonial Theater, and ARTitorium on Broadway, and provides administrative services for the Frontier Center for the Performing Arts

IFAC plays a central role in fostering creativity, cultural engagement, and artistic excellence in eastern Idaho.

Position Summary

The Executive Director is the chief executive officer of the Idaho Falls Arts Council and is responsible for advancing its mission, vision, and strategic goals. This includes oversight of all operations, programming, fundraising, community engagement, and fiscal management. The Executive Director is the public face of the organization and works closely with the Board of Directors, staff, artists, donors, patrons, and community partners.

Key Responsibilities

- **Leadership and Vision:** Provide strategic leadership to ensure the long-term success and sustainability of IFAC.
- **Fundraising and Development:** Cultivate donor relationships and secure funding through grants, sponsorships, annual giving, and major gifts.
- **Programming Oversight:** Guide artistic and educational programming that aligns with the organization's mission and engages diverse audiences.
- **Operational Management:** Oversee day-to-day operations, including facility management, budgeting, human resources, and financial stewardship.

- ***Community Engagement:*** Serves as the primary spokesperson and advocate for IFAC within the community, building partnerships with local governments, businesses, schools, and arts organizations.
- ***Board Relations:*** Collaborate with the Board of Directors to develop and implement strategic plans, policies, and governance best practices.

Qualifications

- Leadership experience in a nonprofit, arts, or cultural organization, preferred.
- Demonstrated success in fundraising and donor relations.
- Strong financial acumen and budget management skills.
- Excellent communication, interpersonal, and public speaking abilities.
- A passion for the arts and community engagement
- Experience in strategic planning and organizational development
- Bachelor's degree required in arts administration, business, marketing or a related field.

Preferred Qualifications

- Familiarity with Idaho Falls or similar mid-sized communities.
- Experience managing historic venues or multi-use arts facilities.
- Experience in arts programming or arts education
- Advanced degree

To Apply

Please submit the following materials to ifacboard@idahofallsarts.org

1. Cover letter detailing your interest and qualifications
2. Resume/CV
3. Contact information for three professional references

The Idaho Falls Arts Council is an equal opportunity employer.