



## **Alabama Writers' Forum**

### **Executive Director Job Position Announcement**

**The Alabama Writers Forum invites applications for the Executive Director position to be filled in Summer 2023.** The Executive Director is responsible for implementing all AWF programs, writing grant applications, fundraising, developing new programs, hiring and maintaining appropriate staff, connecting with and supporting literary arts endeavors around the state, and working with the board of directors to carry out the organization's mission and aims. AWF is seeking a dynamic, visionary leadership with a proven record of arts administration and fundraising, with preference for literary arts administration and knowledge.

The Alabama Writers' Forum was founded in 1993 to honor the state's distinguished literary heritage and support its ongoing literary culture. Since 1997 it has been located in the state's capitol, Montgomery, Alabama. AWF programs include Writing Our Stories, a nationally recognized creative writing program for justice-involved youth and general student populations. Its Alabama High School Literary Arts Awards program recognizes young writers and their teachers, and schools. The AWF website provides robust and up-to-date content for literary news, reviews, resources, and events. AWF works with a wide network of state and national partnerships to support, advocate, and promote writers and reading throughout the state. A partnership program of the Alabama State Council on the Arts, the Forum has been funded by national organizations, including the National Endowment for the Arts and LitNet, as well as by state agencies, corporate sponsors, and individual and corporate members. For an overview of the Forum's programs, visit [writersforum.org](http://writersforum.org).

The application process is open, and applications will be accepted until June 1, 2023. To apply, send a letter of application and resume/CV to Alabama Writers' Forum Search Committee, c/o Jay Lamar, [writersforum@writersforum.org](mailto:writersforum@writersforum.org), or by regular mail to Alabama Writers' Forum Search Committee, PO Box 4777, Montgomery, AL 36103-4777. For more information, contact Jay Lamar, Associate Director for Programs and Development, [jaylamar@writersforum.org](mailto:jaylamar@writersforum.org).

### **Executive Director Job Responsibilities**

- Responsible for planning, organization, and direction of the organization's operations and programs
- May develop new initiatives and programs based on interest and opportunity
- Prepares accurate and timely reports on activities, funding, and performance
- Identifies and applies for external funding; oversees grant management and reporting

- Hires, leads and manages office staff, including teaching writers for the Writing Our Stories program
- Manages relationships with funding organizations, including State and Federal agencies, corporations, foundations and other donors
- Reports to the AWF board of directors

### **Executive Director Qualifications / Skills**

- Demonstrated leadership and management skills including financial management of substantial budgets
- Ability to multi-task and take initiative
- Works independently and has strong creative problem-solving skills
- Awareness of and experience with regional and national literary arts/arts organizations (NEA, LitNet, SouthArts, for example)
- Can collaborate with diverse people and entities

### **Education / Experience Requirements**

- BA in English, creative writing, journalism, education, arts/nonprofit management or related field, or equivalent experience; MFA or other relevant graduate degree a plus
- 2-5 years nonprofit management experience
- Demonstrated experience in these areas:
  - executive level project management
  - membership/volunteer management
  - social, print, and web media development and management
  - marketing and communications
  - successful arts advocacy at the local/state level
- Experience with successfully seeking, managing, reporting on grants and other sources of external funding
- Experience working with state agencies and other nonprofits

Salary: from \$60,000. Benefits: paid holidays (13 state holidays, 10 days over the December-January holidays) and personal leave (1 day a month for 12 months). Retirement benefits and health insurance supplemental contribution available. Residency in Montgomery or proximity strongly preferred. Anticipated start date: September 2023.

*The Alabama Writers' Forum is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*