



August 31, 2019

The Alabama Folklife Association (AFA) is seeking to fill the position of Executive Director in the fourth quarter of 2019.

The Alabama Folklife Association is a 501(c)(3) tax-exempt, non-profit organization whose statewide mission is to promote awareness, knowledge, appreciation, and preservation of Alabama folk arts through activities such as community support, conferences, fieldwork, recordings, festivals, and publications. The organization is governed by a board of directors that is passionate about the state's folk arts and traditional culture. The organization is a partner with and works closely with the Alabama State Council on the Arts and the Alabama Center for Traditional Culture. For more information see <http://www.alabamafolklife.org> and the Alabama Folklife Association Facebook page.

The Executive Director is responsible for all aspects of the organization's planning, fundraising, programs execution, community outreach, and financial management. The Executive Director reports to the board of directors.

The applicant should possess a strong background in folk arts, traditional culture, grant writing and administration, and non-profit administration. The applicant should be self-directed, self-motivated, and have strong communication and leadership skills.

The Executive Director's duties include the following:

- identification, planning, and implementation of programs that further the organization's mission;
- administration of the organization's financial, accounting, and reporting needs;
- board relationships and board development;
- preparation and filing of grant requests and reports;
- fundraising through the organization's membership and other sources;
- community outreach via the organization's website, social media, events participation, press releases, and other innovative methods; and
- participation in state folk arts events.

This is a contract position with flexible work hours and flexible work location. Travel is required. Applicants should send a resume and cover letter by postal mail or e-mail by October 1, 2019 to:

David Ivey, AFA President
8021 Randall Rd SW
Huntsville, AL 35802
or
DavidIveyUSA@gmail.com