

Executive Director First Night of St. Petersburg

Organization Purpose

First Night of St. Petersburg was established in 1993 by a group of citizens with the goal of broadening the public's appreciation for the visual, performing and literary arts through a diverse and high-quality program on New Year's Eve. The event offers the community of all ages a cultural experience that is accessible, affordable and does not participate in selling of alcohol. First Night of St. Petersburg is an independent 501 (c) 3 organization led by a volunteer board of directors and the Executive Director, a salaried year-round position.

Qualifications

- Minimum three years of nonprofit management experience, preferably in the arts.
- Demonstrated experience working effectively with a nonprofit board, including Program, Marketing, and Fundraising Committees
- Hands-on experience planning and implementing complex, multi-faceted events
- Understanding of nonprofit fundraising and demonstrated skill in garnering contributions, grants and sponsorships.
- Proven leadership skills and ability to recruit, train, manage and motivate staff and volunteers.
- Strong financial management/budgeting skills
- Strong written and oral communication skills

Overview of Responsibilities

- Plan program of artistic value and public appeal by identifying and recruiting community talent and resources to be a part of First Night.
- Create all marketing materials, including press releases, promotional pieces, and print, radio and TV advertising.
- Solicit past and new potential sponsors; and write city, county and state grants.
- Prepare and manage event budget.
- Oversee process of hiring Volunteer Coordinator and Logistics Coordinator.

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