



# RAPID CITY ARTS COUNCIL DAHL ARTS CENTER

Championing Arts & Culture for the Last 50 Years

EXECUTIVE DIRECTOR | RAPID CITY ARTS COUNCIL

## POSITION SPECIFICATION

Position: Executive Director  
Company: Rapid City Arts Council  
Location: Rapid City, South Dakota  
Reporting: Board of Directors  
Website: <https://www.rapidcityartscouncil.org/>

## ABOUT RAPID CITY, SOUTH DAKOTA

Rapid City is the largest metropolitan area in a 200-mile radius, so it is an important economic, cultural, and health care hub. The Rapid City Arts Council is well-positioned to engage and connect with the vibrant surrounding communities of the Black Hills and Northern Plains, including those on sacred and sovereign native lands. Festivals, powwows, and art markets abound, in addition to diverse regional, national, and international arts offerings.

The city is nestled in the eastern foothills of the breathtaking Black Hills National Forest and features extensive greenways and trail systems within minutes of downtown, making it a natural destination for outdoor enthusiasts. You can enjoy world-class mountain biking, hiking, fishing, boating, golfing, rock climbing, skiing, and snowmobiling. There's something for everybody!

Rapid City is also within 300 miles of 12 national parks, and five million visitors flock to Rapid City and the Black Hills every year to see top attractions like Mount Rushmore National Memorial, Crazy Horse Memorial, Badlands National Park, the Sturgis Motorcycle Rally, Custer State Park, and our very own Dahl Arts Center.

The South Dakota School of Mines & Technology in Rapid City and Black Hills State University in Spearfish attract students from around the country and provide a wealth of innovative technology and education resources that support a diversifying economy.

Our city and state are known for an exceptional quality of life, consistently earning accolades that reflect this appeal. Rapid City recently ranked among Livability's Top 100 Best Places to Live, and for the past two years, it has been the Midwest's fastest-growing city. South Dakota was also recognized by USA Today as the state with the second-fastest job growth in the nation. Additionally, the Milken Institute named Rapid City one of America's top 20 "best-performing" small cities, making this a vibrant and dynamic place to live and work.

## ORGANIZATION DESCRIPTION

Founded in 1968, the Rapid City Arts Council (RCAC) champions the power of art to bring all kinds of people together, making art more accessible, more integral, and more inspiring for the communities we serve.

Through a public-private partnership with the City of Rapid City, RCAC supports creative placemaking and economic development efforts, and is responsible for the management of the civically owned Dahl Arts Center, home to 6 visual art galleries, a 250+ capacity events center, five classrooms, and a curated permanent collection of local and regional art.

RCAC focuses on these key areas:

- **Advocacy:** Driving public awareness and conducting cultural planning that aligns with the city's foundational development policies to advance the role of the arts.
- **Dahl Arts Center Management:** Overseeing the 39,000-square-foot facility, which serves as a hub for arts and community engagement.
- **Community Arts Opportunities:** Providing exhibitions, presentations, and performances that celebrate the diversity of regional artists.
- **Arts Education:** Offering programs for individuals of all ages and abilities, fostering lifelong engagement with the arts.
- **Grantmaking:** Supporting local arts nonprofits through the City's Arts Contingency Fund, enhancing the sustainability of the arts in our community.

## POSITION DESCRIPTION

RCAC's programs are thriving, with a motivated professional core staff of 10 and additional support staff of 10. It currently seeks a dynamic Executive Director to unify the organization as a team that serves the needs of a growing multi-cultural community.

Working closely with the 14-member Board of Directors, the Executive Director serves as the Arts Council's chief administrator, overseeing operations, staffing, programming, fund development, financial management, and strategic planning—while, crucially, acting as the organization's public ambassador and the community's primary arts advocate, cultivating relationships between the RCAC and area stakeholders.

## KEY RESPONSIBILITIES

Staff Leadership and Management – oversees continuous improvement of RCAC team performance; hires, supervises, and evaluates staff; coordinates work with the Board's committees, volunteers, and partner organizations. Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Program Development and Management – develops, implements, and supervises programs and services that are consistent with RCAC's mission and that meet the needs of community constituents.

Fund Development – develops, manages, and implements the fundraising and financial strategies of the organization.

Fiscal Management - develops an annual budget for approval by the Board; oversees the management of all funds.

Community Relations – serves as the chief spokesperson for RCAC in the community, develops and maintains supportive working relationships, facilitates effective partnerships and promotes collaborative creative enterprises.

Advocacy – promotes broad community support of the arts by working with civic and business partners to articulate the value of the arts in improving our quality of life.

## **EXPERIENCE AND QUALIFICATIONS:**

The candidate for the ED position will have a bachelor's degree in a relevant area and a minimum of 5 years' experience as a senior level manager or executive in a non-profit organization.

Additionally, the candidate will have:

- a proven record as a successful fundraiser
- outstanding written, oral, and interpersonal communication skills
- strong planning, organizational and analytical skills
- visionary and innovative thinking and creative problem-solving skills
- the ability to positively motivate staff and develop professional capacity
- the ability to work collaboratively and build trust with all sectors of the community, the Board of Directors, and staff

Knowledge of the Rapid City area arts community is a plus.

## **COMPENSATION/START DATE/APPLICATION:**

Salary range: \$78,000 - \$90,000 commensurate with experience

Benefits: Vacation, sick leave, and paid holidays, health insurance  
supplement, dental insurance

Start Date: Immediate

Apply by: November 15, 2024

## **PROCEDURE FOR APPLYING:**

Qualified candidates should email a current resume, together with a cover letter indicating interest in the position and salary requirements to Anjelica Sasse, Board President, at [president@thedahl.org](mailto:president@thedahl.org) by November 15, 2024. No calls, please.

For more information about the Rapid City Arts Council, visit [rapidcityartscouncil.org](http://rapidcityartscouncil.org)

It is the policy of the Rapid City Arts Council not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including retirement, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Rapid City Arts Council. The Rapid City Arts Council will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices.