



PART-TIME EXECUTIVE DIRECTOR

Organization: WimberleyArts.org

Reports To: Board President, WimberleyArts.org

Hours: Approximately 20 hours per week

Compensation Model: Independent Contractor, billable at \$45/hour not to exceed 80 hours/month without prior written approval of the President.

About the Organization

Wimberley Valley Arts & Cultural Alliance (aka WimberleyArts.org) is a nonprofit organization dedicated to promoting and celebrating the visual, performing, literary, and culinary arts in the Wimberley Valley. As the custodian of the Texas Commission on the Arts Cultural District designation, WimberleyArts.org fosters collaboration among artists, arts nonprofits, businesses, and community members to enhance the area's cultural vitality and quality of life.

Position Summary

The Executive Director (ED) provides strategic leadership, organizational management, and community representation for WimberleyArts.org supporting, maintaining and expanding the programs, which have led to the designation of the Wimberley Valley as a Cultural District. Working closely with the President and Executive Committee, the ED advances the organization's mission by ensuring program continuity and developing and enhancing relationships with our granting organizations, private donors, stakeholders and the arts community in the Wimberley Valley. This is a hands-on, part-time role ideal for a dynamic leader who thrives in a collaborative, community-oriented arts environment. This is an interim position with the current funding commitment from January 2026 through August 2026.

Key Responsibilities

Leadership & Administration

- Ensures the continuation of programs and events in the District across Board and Committee membership transitions.
- Responsible for operations, administration, and personnel, as delegated by the Executive Committee, to ensure program continuity and excellence.
- Provides logistical and operations support for new initiatives as tasked by the Board.
- Works with the Executive Committee to develop the annual budget for submission to the Board.

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Fundraising

- Responsible for fundraising activities for the organization.
- Develops and implements, with Board approval, strategies to diversify our funding streams, and secure sustainable funding through corporate, philanthropic and individual donations.
- Supports fundraising initiatives, including donor cultivation, memberships, sponsorships, and fundraising events (e.g., annual gala).
- Oversees grant applications, including writing and reporting responsibilities.

Marketing & Community Relations

- Serves as the public representative and spokesperson for WimberleyArts.org.
- Responsible for marketing, communications, and public relations (including newsletters, social media, and press).
- Fosters partnerships with local governments, tourism entities, and other cultural organizations to extend program participation and increase out-of-town visitors through creative marketing.
- Promotes Wimberley as a Texas Cultural District and arts-tourism destination.
- Deepens relationships, encourages membership engagement, and maintains communications with members, patrons, funders, arts groups, government and community leaders, galleries, artists, musicians and other arts-focused entities and individuals.

Qualifications

- Demonstrated leadership experience in nonprofit management, arts administration, or community development.
- Proven success in fundraising and grant writing.
- Strong communication, relationship-building, and organizational skills.
- Familiarity with marketing, social media, and event coordination.
- Ability to work independently and collaboratively in a flexible, small-organization environment.
- Passion for the arts and community engagement.
- Residence in or strong connection to the Wimberley Valley area.

Preferred Qualifications

- Experience working with a nonprofit Board of Directors.
- Knowledge of Texas arts and cultural programs, including the Texas Commission on the Arts.

To apply, submit a resume and cover letter to Admin@WimberleyArts.org, with Executive Director in the subject line.