

Columbia Film Society CEO Job Posting

We will begin screening applications on May 29 and will continue screening until the position is filled.

The Columbia Film Society is looking for a dynamic, forward-thinking innovator to lead one of the most creative and hard working teams in the art house cinema sector. The Columbia Film Society's Nickelodeon Theatre serves Columbia, South Carolina, as a center for critical dialogue, anchored by the presentation of films that showcase the diversity, challenges, joy and aspiration of its community. A destination for enjoyment, enrichment, and education, the Nick provides the tools to make, interpret, appreciate, and teach the moving image in all its variety. Founded in 1979, the Nickelodeon is South Carolina's only non-profit arthouse cinema and has played a critical role in the development and growth of the arts space in Columbia, SC and surrounding region. With a budget that's tripled in size in the last 5 years, the Columbia Film Society is poised to play an even greater role in the region and nationally.

Position Summary

The CEO is accountable for implementing the organization's vision and maintaining the organization's operational and financial health. Operating in a rapidly changing field, the CEO insures the organization stays at the forefront of the non-profit sector while also meeting real needs of our community. The CEO continues to lead the development efforts of the organization while also managing the Senior Leadership Team ("Leadership Team") of the Indie Grits Lab Director, the Nickelodeon Theatre Director and the Development Director. The CEO also works closely with the the Board of Directors ("Board") to insure the well-being of the Columbia Film Society ("CFS").

Reports to: Board of Directors

Responsibilities

General Leadership & Management

- Leading and managing the staff to best fulfill the mission of the CFS
- Crafting the vision for the future of organization through building and executing on a strategic plan
- Leading the organization-wide planning efforts to ensure best use of resources to meet CFS goals
- Building the brand of the organization and its business units
- Raising the stature of the organization through deliberate institutional marketing efforts and coordination with the Board and the Leadership Team as resources
- Directly managing the Nickelodeon Theater Director, the Indie Grits Lab Director, and the Development Director
- Creating and maintaining an employee culture that drives performance through strong human resource practices
- Ensuring organizational compliance with all applicable local, state, and national laws and regulations

Development & Finance

- In collaboration with the Board and staff, creating a financial strategy that includes earned income, individual, corporate, foundation and government income sources
- Developing long-term relationships with national and local funders that ensure the financial health and sustainability of the organization
- Leading the process of developing an organization-wide budget that makes efficient use of resources
- Regularly monitoring the budget and reforecasting if necessary
- Ensuring management and health of the physical assets of the organization, including projecting and planning for depreciation and replacement costs

Board Management

- Effectively and timely communicating the progress of the organization to the Board
- Engaging the Board in strategic decisions
- Working with the Board Chair to build and maintain a Board that represents a cross-section of the community and the skill sets needed to provide effective governance of the organization
- Serving as primary liaison between Board and staff

Innovation

- Responding to needs in the community and trends in the field by developing new creative projects
- Serving as a thought leader in the arts community locally and nationally
- Documenting and sharing the successes of the organization
- Participating in industry leadership

Traits and Characteristics

The new Columbia Film Society CEO will be an energetic and hardworking person dedicated to positively transforming his/her community through the arts. Understanding that art house cinemas like the Nick, and arts education programs like Indie Grits Labs, play a critical role in fostering conversations of importance to our communities, the CEO must be a strong communicator who can effectively listen and respond to the community we serve. To be successful, the CEO must enjoy working with a creative and diverse team, staying open to new ideas and differing viewpoints while remaining committed to helping his/her team reach its highest potential. Finally, the CEO is someone who will thrive in a challenging environment, working well with a leadership team committed to shaping a brighter and more equitable future for the Nickelodeon, Indie Grits Labs, the art house cinema field, and the city of Columbia.

Required Qualifications & Skills

A candidate should have a minimum of 7 years of experience in nonprofit management, a passion for the arts, strong leadership and project management skills, as well as:

- Experience managing a team of individuals to meet ambitious goals

- Experience raising money from corporations, foundations, individuals, or government entities
- Experience managing an organization, including its budget and staff
- Ability to be in touch with and reactive to the needs of the local community
- Excellent oral and written communication skills
- Excellent computer literacy skills, including familiarity with programs like Quickbooks and the Google suite

To Apply

Interested candidates should submit a cover letter, resumé and three professional references to ceosearch@nickelodeon.org. We will begin screening applications on May 29 and will continue screening until the position is filled.

All positions at the Columbia Film Society are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.