



SoLit

The Arts Building
301 East 11th Street
Suite 301
Chattanooga, TN 37403

EXECUTIVE DIRECTOR JOB LISTING

WHAT IS SOLIT?:

- SoLit, formerly known as Southern Lit Alliance, has become an essential literary arts hub for Chattanooga.
- Begun by a grant from the Ford Foundation in 1952, the organization has evolved over the years from various art programs to a focus on literature and writing.
- SoLit delivers literary arts experiences that engage young people and adults in a life-long love of reading, writing, and community conversation.
- SoLit shares stories that matter, serving over 5,000 adults and children each year through literature festivals, author visits, writing workshops, writing contests for children, and outreach to area jails and underserved communities.

JOB TITLE: Executive Director

- The Executive Director is the general administrative officer of the organization and tasked with job of bringing the high aspirations of the organization to life on a day-to-day basis.

RESPONSIBILITIES:

- Answer directly to the Board of Directors.
- Work with the Board of Directors, staff and volunteers to identify, establish, evaluate and maintain programming and events consistent with the SoLit mission statement.
- Ensure operation and administration of the organization consistent with its bylaws.
- Represent the organization or see that the organization is properly represented at meetings, hearings and in other public efforts.
- Recruit, inspire and maintain volunteers sufficient to carry out the initiatives and goals of the organization.
- Execute the annual fund campaign and conduct general fundraising activities necessary to carry out the initiatives and goals of the organization.
- Identify, acquire and maintain corporate sponsors.
- Work with committee chairs, committee members and volunteers in the preparation of programs and in the execution of details related thereto.
- Make regular and annual reports of progress to the Board of Directors, including preparing the annual operating budget and supervising expenditures of the organization as authorized in the annual budget
- Employ, supervise and discharge members of the SoLit staff.
- Identify grant sources for SoLit programs and general operating support and submit proposals seeking these grant funds.
- Negotiate contracts with agents and artists contracting with the organization and report regularly to the Board of Directors on matters pertaining thereto.
- Maintain all records, reports, minutes, and other documentation as may be required by the IRS, ArtsBuild, the State of Tennessee, the SoLit Board, and state, regional and national grant makers.
- Prepare all records, reports and other documents as required for an annual audit and assist as needed therein.



ARTS *Build*



EXECUTIVE DIRECTOR JOB LISTING (CONT.)

JOB REQUIREMENTS:

- Bachelor's degree with a minimum of three to five years of experience in nonprofit or related work.
- Excellent oral and written communication skills.
- Excellent organizational and leadership skills.
- Ability to recruit, inspire and maintain volunteers and donors.
- Ability to enter into beneficial and strategic relationships and alliances with other community organizations that serve to promote the goals of the organization.
- Ability to plan, organize and staff multiple organizational programs or events simultaneously.
- Ability and willingness to lead fundraising efforts for the organization.
- Grant writing experience would be a major plus.
- A love of reading and/or writing.

BENEFITS:

- An annual salary competitive with other non-profit organizations of the same size and time requirements of SoLit and consistent with the experience level and qualifications of the applicant.
- Office hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.
- A beautiful workspace in the dynamic and creative ArtsBuild! offices.
- In addition to all recognized federal holidays, the Executive Director is eligible for two (2) weeks of paid vacation time (10 business days) per calendar year. After five years of employment, the Executive Director is eligible for three (3) weeks of paid vacation time (15 business days) per calendar year.
- In addition to annual vacation time, all regular, full-time employees are eligible for five (5) days paid sick leave per calendar year.

APPLICATION PROCESS:

Please send an updated curriculum vitae or resume with at least (3) professional references to Tim Mickel, Chair of the Board of Directors of SoLit, by email to tmickel@ehhlaw.com or by mailing a copy of the same to Tim Mickel, Evans Harrison Hackett PLLC, 835 Georgia Avenue, Suite 800, Chattanooga, Tennessee 37402. We ask that all interested persons make application by April 14, 2023. Please feel to address any questions to Tim Mickel through these same channels.

SOLIT'S COMMITMENT TO DIVERSITY AND FAIR HIRING PRACTICES:

SoLit is an equal opportunity employer. The organization provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel policy and procedure, and maintains compliance with applicable laws and regulations. All decisions pertaining to employment are executed without regard to race, color, sex, religion, disability, national origin, age, marital status, veteran's status, or other bases protected by law. SoLit recognizes that diversity among its employees, volunteers and clients represents an organizational strength and valuable competitive advantage.