



Position Announcement

Encore Center for Performing Arts
Executive Director

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Encore Center for Performing Arts

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About Encore Center for Performing Arts

GENERAL INFORMATION

Website: www.encorecenterforperformingarts.org

Phone: (224) 652-8573

E-mail: gianna@marquettehamlingroup.com

Address: P.O. Box 653, Elmhurst, IL 60126

HISTORY

A small group of like-minded residents met to discuss the viability of opening a performing arts center in downtown Elmhurst.

While the idea had been considered many times in earlier years, three factors convinced us that the time was right to make a move: a groundswell in talent among theater, music, dance, and comedy already active and on the rise in the western suburbs; rapid growth of the city, both in terms of increase in residents and business development; and the drive of an experienced group of professionals and business executives who shared a life-long passion for the performing arts.

Led by a board of dedicated professionals with experience in establishing similar ventures in the city of Chicago, commercial architecture, the arts and business, the group set to work on an initial needs survey and business plan to ensure the initiative could work. Fast forward to Spring 2016, and Encore Center for Performing Arts (ECPA), previously known as the Elmhurst Centre for Performing Arts was established as a not-for-profit 501 (c) 3 organization in the state of Illinois.

THE FUTURE

From our presence at Elmhurst's Art in Wilder Park and Pride Fest to Hinsdale's Fine Arts Festival and Music Under the Stars, we continue to share information about our status and our future while supporting our vibrant artistic communities. Our programming of the new "An Intimate Evening with..." series, annual fundraisers such as Winter Carolers, Hearts for the Arts, and annual Spotlight Giving Gala, share our delight in the performing arts and showcase national talent while gaining the necessary support needed to move forward.

We welcome any gathering with interested parties who will benefit from the ECPA initiative and to celebrate our progress toward the goal of building a venue for theater, music, dance, comedy, and events anchored in the Elmhurst City Centre.

MISSION

Encore Center for Performing Arts (ECPA) has the ultimate goal of creating vibrant theater complex in DuPage County and located in downtown Elmhurst right across the street from the Elmhurst Train Station— a long-term investment for the community with strong ties to local businesses and residents

WHY YOU SHOULD JOIN ECPA

Help shape the future of the performing arts in Chicago's western suburbs as the founding Executive Director of the Encore Center for Performing Arts. With a state-of-the-art theater complex planned in DuPage County, we're seeking a visionary, entrepreneurial leader to bring this bold project to life.

As our Executive Director, you'll play a pivotal role in turning this vision into reality. With significant donations secured, key contracts in place, and a passionate Board supporting the mission, you will lead strategy, fundraising, and community engagement from the ground up.

Position Overview

Position Summary

The Executive Director will be responsible for overall leadership, fundraising, and operations. A key focus of this role will be leading fundraising efforts, including the capital campaign, through donor relations, sponsorships, grants, and strategic partnerships.

This is a highly visible role requiring a strategic thinker with strong relationship-building skills and a passion for the performing arts.

Overarching Responsibilities

Leadership & Strategy

- Develop and execute strategic plans aligned with ECPA's mission.
- Inspire and lead staff, volunteers, and community partners.
- Collaborate with the Board on organizational goals and performance.

Fundraising & Development

- Lead and grow all fundraising initiatives, including capital campaign, major gifts, corporate sponsorships, and grants.
- Cultivate donors and community support.
- Provide regular fundraising updates to the Board and stakeholders.

Operations & Oversight

- Oversee daily operations and ensure program and organizational effectiveness.
- Hire, supervise, and support staff and volunteers.
- Ensure compliance with policies, laws, and nonprofit best practices.

Board & Community Engagement

- Serve as the primary liaison to the Board of Directors.
- Represent ECPA publicly and build partnerships with local leaders, artists, and businesses.
- Attend events and actively engage with the community to promote ECPA's mission.

Financial Management

- Develop and manage the annual budget in coordination with the Board Treasurer.
- Monitor financial performance and maintain long-term sustainability

Other duties as assigned or required for the performance of this position

Education/Job Experience

- Minimum of a Bachelors degree;
- Experience in more than one of the following categories:
 - Nonprofit management experience in a growing organization;
 - Minimum of 5 years of management with sales or customer service experience;
 - Minimum of 5 years of experience in nonprofit or corporate management, which includes 3 years of supervisory experience;
 - Has worked in the arts discipline as an executive or senior member of the leadership team.

Knowledge/Skills

- Ability to manage and motivate staff and volunteers;
- Knowledge of the roles and responsibilities of a volunteer board;
- Knowledge of fund development processes and procedures as well as proven ability to plan and implement;
- Proficiency in overseeing, writing and/or administration of grants, especially in the governmental sector;
- Ability to develop and administer budgets;
- Understands property and site development;
- Computer literacy including word processing, database management, marketing software;
- Must have a valid driver's license and reliable transportation

Why this role matters

This is a rare and exciting opportunity to help build a cultural institution from the ground up. As Executive Director, you'll have the chance to shape an organization that will transform the local arts landscape and serve as a hub for creativity, connection, and community.

How to Apply

Interested parties should contact Gianna Coluantuono, Marquette & Hamlin Group, via email at gianna@marquettehamlingroup.com

About Marquette & Hamlin Group (MHG)



MHG is a full-service consultant for non-profit organizations. MHG is committed to bringing talented senior leadership to organizations who are committed to making a difference, regardless of size or budget. As a boutique organization focused on board and organization leadership, operations, philanthropy, marketing and communications, MHG believes nonprofits are the catalyst to community and professional excellence.