



# SAVANNAH BOOK FESTIVAL

Position Title: EXECUTIVE DIRECTOR, SAVANNAH BOOK FESTIVAL

Location: Savannah, GA

- Flexible Work Schedule
- Reports to the Board President

The Executive Director is responsible for all of the Festival's operations. The position is best described as the face of the Festival in the Savannah area, as well as nationally with the book publishing community. This hands-on position calls for a detail-oriented Individual with outstanding planning and operations skills, well developed oral and written communications and the ability to work effectively with an actively engaged, twenty-person voluntary Board of Directors.

(a) author recruitment and logistics

(b) cultivation and solicitation of donors/sponsors

(c) event logistics

(d) Board Committee liaison for Finance, Author Selection, Volunteer, Festival Experience and Community Engagement

The position requires a university education in liberal arts or a relevant discipline. The ideal candidate possesses strong inter-personal leadership and negotiating skills, a demonstrated ability for budgeting and financial control and computer skills required to perform essential job functions. The Festival utilizes PC's and Microsoft, Dropbox, InDesign, and Quick Books programs. Previous experiences with not-for-profit organizations, publishing and event planning are definite assets.

Please refer to the Festival's website, [www.savannahbookfestival.org](http://www.savannahbookfestival.org). for information about the Festival's mission, organization structure and programming.

While the position is termed flexible, it requires year-round involvement and flexibility to accommodate periods of peak activity- early fall; November - February; June - August, when the Executive Director meets with New York publishers to secure author participants for the Festival and negotiates author appearances.

The Executive Director prepares a draft budget for the fiscal year (July 1 to June 30) and subsequent approval by the Finance Committee and Board. During the year, the Executive Director works closely with the Festival's book-keeping partner to ensure accuracy and is responsible for the preparation of financial reports. Finally, the Executive Director has supervisory responsibilities for any employees, volunteer coordinators, record keeping. Festival Standing Committees and Festival event sites.

## How to Apply

Please submit email resumes to SBF President: Beau Anders at [president@savannahbookfestival.org](mailto:president@savannahbookfestival.org).