



DIRECTOR OF PROGRAMS

Reports To:	Executive Director
Status:	Full-Time/Exempt
Salary:	\$70,000 - \$75,000, commensurate with experience
Benefits:	Health, Dental & Vision Insurance, Paid Vacation, Retirement, Hybrid
Supervises:	Schedule 2 Full-Time Staff, 1 Part-Time Staff
Hours:	9am-5pm Monday-Friday, plus periodic events outside of regular office hours

Position Summary

The Director of Programs serves as a senior leader in the organization and strategic partner to the Executive Director, overseeing the vision, execution, evaluation, and growth of the Arts & Business Council's portfolio of programs serving Greater Nashville's creative community. This role drives earned revenue strategy, supervises program staff, stewards key community relationships, and ensures that ABC's services are delivered with excellence, integrity, and deep respect for artists, arts workers, and creative entrepreneurs. The Director of Programs is both a systems thinker and a people-centered leader, ideal for a detail-driven administrator who thrives on building both strong internal processes and external community relationships, and ensuring programs run with consistency and impact.

Key Responsibilities

Program Leadership & Execution

- Oversee strategy for and implementation of ABC's core programs, including but not limited to: Volunteer Lawyers & Professionals for the Arts (VLPA), Periscope: Artist Entrepreneur Training, Education workshops and seminars, Fiscal Sponsorship, Project Management, Arts Board Matching, Creative Advantage, and other programs and events in service to Greater Nashville's creative community
- Steward and grow the Arts & Business Council's earned revenue streams by employing strategic and innovative thinking to identify new program development and/or expansion opportunities
- Ensure consistent program delivery, clear timelines, and documented processes across Programs team
- Identify opportunities to refine and strengthen existing systems over time, improving efficiency, participant experience, and earned revenue performance

Data Tracking & Evaluation

- Maintain and consistently execute ABC's existing data collection and reporting systems; ensure accurate tracking of participation, and program outcomes across Programs team
- Monitor key performance indicators across all programs, including participation, earned revenue, and impact measures, and flag trends, gaps, or opportunities
- Prepare clear and timely program reports for the Executive Director and Board of Directors; support grant reporting and donor stewardship with accurate program data
- Synthesize complex information into clear, actionable insights and, over time, recommend thoughtful improvements to reporting systems and evaluation tools to increase clarity and usefulness

Financial Management

- Maintain clear annual work plans and participate in the annual budget process by preparing programmatic budgets for review by the Executive Director and Finance Committee
- Oversee financial control activities and reporting for 20+ fiscally sponsored projects
- Make informed financial decisions aligned with organizational strategic goals

Team & Board Leadership

- Supervise and support 2 full-time and 1 part-time team members, providing clear expectations, accountability, and regular performance feedback while fostering a collaborative, organized, and artist-centered team culture
- Lead the Program Committee of the Board of Directors by preparing agendas, facilitating structured and engaging meetings, and ensuring timely follow-up on action items
- Support healthy partnership between staff operations and board governance by maintaining transparency and professionalism

Community Representation & Relationship Management

- Represent ABC at events, workshops, and community gatherings
- Cultivate strong relationships with artists, nonprofit leaders, business partners, and volunteers
- Serve as a warm, professional ambassador for Nashville’s creative community

Ideal Candidate Profile

Experience

- 5-8 years of professional experience in arts administration, nonprofit program management, or a related field
- 2-3 years of direct staff supervision
- Experience overseeing impactful community-based programs with measurable outcomes
- Experience managing budgets and tracking financial performance
- Bachelor’s degree, or equivalent experience, required
- Experience in arts, creative industries, or entrepreneurship support organizations strongly preferred
- Proficiency in Microsoft Office, Google Workspace, and CRM systems; Salesforce experience a plus

Core Competencies

- **Mission Fit:** Understands the needs of artists and arts organizations, and demonstrates genuine commitment to serving artists and strengthening Greater Nashville’s creative economy.
- **Systems-Oriented & Detail-Driven:** Brings strong organizational and time management skills; builds and maintains clear processes, documentation, and accountability systems.
- **Fiscal Fluency:** Comfortable managing program budgets, monitoring earned revenue performance, understanding nonprofit revenue dynamics and making informed financial decisions.
- **Data Discipline:** Executes tracking systems consistently and translates data into actionable insights; comfortable using CRM and database systems. A strategic thinker who can improve programs within established frameworks.
- **Facilitation & Communication Skills:** Leads structured, productive meetings. Strong written and oral communication skills with the ability to synthesize information clearly and professionally.
- **Independent Yet Collaborative Leadership:** A dynamic self-starter with professional independence, initiative, and self-discipline who also thrives in collaborative environments. Exercises sound judgment about when to move work forward independently and when to engage leadership, staff, or board partners. Builds strong relationships across diverse stakeholders while maintaining alignment with organizational priorities.
- **Management Maturity:** Provides direction and accountability while fostering a collaborative, respectful culture

Work Environment

- The work environment involves everyday risks or discomforts requiring normal safety precautions typical of such places as offices, meeting and training rooms; use of safe work practices with office equipment, avoidance of trips and falls, and observance of fire regulations. The Arts & Business Council employs a flexible, hybrid work model with most office hours currently spent in the employee’s preferred remote work location. Some work events may be outside or in temperature-controlled offices/venues.
- Some work outside of typical office hours (9am-5pm M-F) may be required during the planning and execution of special events, fundraisers, or other external community events. Some light local travel for meetings and events may also be required.
- The work environment will require walking, standing, bending and carrying of items weighing 1-30 lbs. Also, the employee must have manual dexterity, visual, and auditory acuity. Reasonable accommodations may be made.

The Arts & Business Council is an equal opportunity employer committed to equity, belonging, and access. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are dedicated to ensuring racial and cultural equity in our policies, and seek partners who share these values and actively integrate them into their professional practice.

How to Apply

Please email your resume and cover letter to the Arts & Business Council at jobs@abcnashville.org with “Director of Programs - [Your Name]” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Incomplete applications will not be reviewed. No phone calls, please.

ABOUT THE ARTS & BUSINESS COUNCIL

The Arts & Business Council is a 501(c)(3) organization that leverages and unites the unique resources of the arts and business communities to create a thriving, sustainable creative culture in Nashville.

What We Do

- We create mutually beneficial partnerships between arts and business.
- We provide direct services, key opportunities, and education to the creative community to help them master the business of art.
- We inspire workplace creativity in businesses to demonstrate the impact of the arts through tangible benefits and develop life-long arts participants and supporters.