Organization
The Cultural Council of Palm Beach County (CCPBC) promotes arts and cultural education, provides capacity-building training, and advocates for arts funding and arts friendly policies. The CCPBC was founded in 1978 through the vision and leadership of inventor, successful business owner, and community activist Alexander W. Dreyfoos, who believed in the power of arts and culture to enhance and sustain strong economic and societal growth. Judy Goodman served as founding Executive Director. During her tenure, she conducted the assessment that led to the campaign to build the Raymond F. Kravis Center for the Performing Arts. She was also instrumental in the passing of the Tourist Development Tax Campaign for the Arts, which has provided nearly $100 million in arts and culture grants to date. Now celebrating its 40th anniversary, it has become a motivating force on a regional and national basis, providing support and leadership to similar agencies and programs and taking an active role in national dialogue and policies.

A private, nonprofit, membership-based corporation, the CCPBC is Palm Beach County’s officially designated support agency for cultural development. It nurtures, promotes, and celebrates the artistic and cultural community in one of Florida’s largest and most diverse counties. In this leadership role, the CCPBC administers a portion of local tourist development funds under contract with Palm Beach County government. It is also innovative and influential in creating additional funding for cultural programs, organizations, and professional artists.

From its beginning, the CCPBC has committed its energies and resources to serving as a catalyst for the establishment of new cultural institutions, enhancing existing organizations, and encouraging opportunities for professional artists. From helping set the stage for the creation of the Kravis Center for the Performing Arts, Armory Art Center, and Center for Creative Education to regularly assisting small, grassroots organizations through grant programs, technical support, and capacity-building initiatives, the CCPBC is focused on developing and maintaining a thriving arts and cultural environment in Palm Beach County.

In 2010 the CCPBC moved into its current home in the City of Lake Worth. Its headquarters, the Robert M. Montgomery, Jr. Building, is a Streamline Moderne landmark that houses all the administrative offices, an expansive gallery space, and a gift shop featuring local artist creations. The CCPBC also uses this space to provide additional programming and to present exhibitions and performances featuring Palm Beach County artists.

The CCPBC has 22 full-time and part-time employees and is governed by a 21-member board of directors, led by Chair Nathan Slack. The CCPBC has benefitted from exceptional continuity in its executive leadership, with only three previous Executive Directors in its 40-year history. For the fiscal year ending September 30, 2017, the CCPBC reported total revenue of $5 million and total expenses of $4.47 million.

Community
Palm Beach County (the County) is a study in contrasts. Stretching from Florida’s Atlantic coast into the state’s rural agriculture, The Palm Beaches, as the region is colloquially known, comprises a vast array of urban, suburban, and natural centers. With more than 2,000 square miles of land in South Florida, it is the largest county east of the Mississippi River. Along with 47 miles of pristine beaches and an abundance of sunshine, the County is home to a diverse, robust arts and entertainment scene, boasting more than 200 organizations that celebrate visual arts, crafts, music, dance, film, and nature—spread across 39 unique cities and towns.

The County is one of the tri-county powerhouses, along with Broward and Miami-Dade Counties, that drives South Florida’s economy. With no state income tax and low corporate taxes, it is a highly attractive location for businesses, and the many construction cranes dotting the skyline are a testament to current growth. The County offers attractive incentives to establishing or relocating firms, with a dedicated Business Development Board to help with permitting, incentive funding, workforce development, site selection, and connections to public and private resources. A strong infrastructure links the County to the north and south. Brightline, the new high-speed rail train, recently began service between the City of West Palm and Fort Lauderdale, with service to Miami and Orlando to be added in the future. Palm Beach International Airport is easily accessible and offers more than 200 flights daily.
Technology and tourism are among the County’s major industries. Aerospace giants Pratt & Whitney, Sikorsky, and Lockheed Martin are among its many technologically advanced manufacturing firms. Supported by Florida Atlantic University, The Scripps Research Institute, and Max Planck Florida Institute for Neuroscience, technological fields have expanded into the medical and life sciences. Tourism generates an annual economic impact of approximately $7 billion in the local economy, produces $50 million in bed-tax revenue, and supports more than 70,000 jobs. The County is the preferred leisure destination for more than 7.8 million people per year.

The School District of Palm Beach County is the 13th largest in the country, boasts more than 279 award-winning programs, and features Choice Programs and Career Academies to help students achieve career goals. There are numerous public and private colleges and universities, along with specialty schools for nursing, technology, and the arts. South Florida has traditionally been a magnet for retirees and, as a result, the region has some of the best health care in the United States, ranging from pediatrics to geriatrics.

Northern Palm Beach County
The Town of Jupiter is home to the Mizell Jupiter Theatre, one of the most renowned cultural centers in South Florida, which operated from 1979 to 1996 as the Burt Reynolds Dinner Theater. Just to the south of Jupiter, the City of Palm Beach Gardens is home to the PGA National Resort & Spa, which hosts the PGA Tour’s Honda Classic.

Central Palm Beach County
The City of West Palm Beach is not only the largest city and the county seat, but also one of South Florida’s premier cultural hubs. West Palm Beach is a blossoming urban center with cultural treasures, excellent restaurants, and an expanding downtown. Cultural organizations in the city include the Norton Museum of Art, Kravis Center for the Performing Arts, and Palm Beach Dramaworks. West Palm Beach boasts a buzzing nightlife and high-end retail scene thanks to popular areas like Clematis Street and CityPlace. With stunning views and an average temperature of 78 degrees, residents enjoy connecting with nature at sites like Lion Country Safari, Palm Beach Zoo, MacArthur Beach State Park, and Mounts Botanical Garden.

Situated across the Intracoastal Waterway is the iconic and luxurious Town of Palm Beach, which features the Henry Morrison Flagler Museum, the world-famous Breakers Palm Beach Resort, and Worth Avenue—known as the Rodeo Drive of the East Coast.

As home to the CCPBC, the City of Lake Worth is a dynamic multicultural city with a strong social and environmental consciousness. People are drawn by its independent and creative character, acceptance of different cultures and lifestyles, popular downtown, and distinctive residential neighborhoods. With a museum, live music clubs, coffee houses, art galleries, unique shops, and many restaurants, downtown is considered Lake Worth’s artistic soul.

Southern and Western Palm Beach County
The City of Boca Raton offers its own cultural venues, including the Boca Museum of Art, and is home to the world-renowned Boca Resort & Club. The Village of Wellington is the United States’ equestrian center, with the largest equestrian industry for polo and dressage events in the country. Farther west and bordering Lake Okeechobee, the Glades agricultural region produces the largest output of winter vegetables for the country.

Sources: thepalmbeaches.com; palmbeachrelocationguide.com; lakeworth.org; bdb.org; palmbeachculture.com; discover.pbcgov.org

Position
Serving as a dynamic leader and the public face of the CCPBC, the President and CEO will oversee the strategic plan, programs, and administration of the organization. A passionate advocate for the arts, this individual will be responsible for fundraising, advocacy, marketing, and community outreach in support of the CCPBC’s goal to enhance the capacity of the arts and culture sector through programming and funding. The President and CEO will be responsible for the CCPBC’s overall community impact and will build relationships within the highest levels of the business, government, philanthropic, and nonprofit sectors. Current operations fall into eight categories: Grant Making, Marketing, Visual Artist and Musician Services, Capacity Building Programs for Cultural Organization Leaders, Advocacy, Arts Education, Fundraising, and General Administration/Operations.
Roles and Responsibilities

Advocacy and Resource Development

▪ Actively position the CCPBC as the region’s top advocacy voice for the arts, ensuring that the general public, funders, business leaders, and elected officials understand the breadth and depth of arts and culture and its importance to the quality of life within Palm Beach County.

▪ Initiate, lead, and engage in broad-based arts and culture advocacy initiatives at the local, regional, and statewide level to raise the profile of all arts organizations, regardless of size.

▪ Serve as the face of the organization, representing the CCPBC and the entire culture sector at meetings, conventions, and public forums in the business, philanthropic, and civic sectors.

▪ Advocate state and local agencies to promote the arts as a significant strategy for cultural tourism and economic development.

▪ Develop and diversify sufficient financial resources to ensure the organization’s financial health and future sustainability.

▪ Oversee annual campaigns in annual giving, membership, and grant writing as well as special multi-year campaigns, endowment campaigns, and planned giving.

▪ Ensure that both sources of funding (Tourism Development Council and private donors) are stable and properly stewarded.

▪ Develop and implement an effective fundraising strategy and program to identify, cultivate, and solicit prospective donors and to promote a culture of fundraising in the organization, at both the staff and board level.

Leadership and Strategy

▪ Assume leadership for the recently completed strategic plan to ensure organizational planning and operations are aligned with strategic goals.

▪ Enhance the CCPBC’s image by being active and visible in the community and by working closely with other professional, civic, government, and private organizations.

▪ Build superb working relationships with the County’s cultural organization leaders and lead the regional public relations and institutional branding programs, ensuring that the general public, funders, arts organizations, business leaders, and elected officials understand the CCPBC’s role, value, and impact in the community.

▪ Seek opportunities to develop strategic partnerships and collaborate with arts organizations to deliver relevant and timely programming to diverse communities throughout the region.

▪ Create greater access to and availability of arts education experiences and advocate for greater curricular integration of the arts.

Governance

▪ Partner with the board in a manner that supports and guides the organization’s mission, clearly articulating its purpose, goals, and objectives to the larger community.

▪ Communicate effectively with the board and provide timely and accurate information necessary for it to function properly and make informed decisions.

▪ Partner with the board in the identification, recruitment, and engagement of new board members.

▪ Coordinate the work of board committees to effectively address board-stated goals.

▪ Ensure the CCPBC’s fiscal integrity, including submission to the board of a proposed annual budget, monthly financial statements, and annual audit that accurately reflects the financial condition of the organization.

Administration and Finance

▪ Provide overall fiscal management within the approved budget to ensure maximum resource utilization and to maintain a positive financial position.

▪ Maintain a working knowledge of significant developments and trends in the field.

▪ Hire, mentor, and retain an engaged, competent and qualified staff, maximizing the use of human resources to achieve the organization’s goals and objectives.

▪ Encourage learning opportunities and professional development for staff, fostering continuous career development and growth.

▪ Proactively ensure the CCPBC’s historic building is maintained in good condition and that ongoing care is addressed in a timely manner.
- Sign all notes, agreements, and other instruments made, entered into, and on behalf of the organization; maintain official records and documents; and ensure compliance with federal, state, and local regulations.

### Traits and Characteristics

The President and CEO will be a persuasive and diplomatic leader who can engage with diverse stakeholders at every level. This individual will have a commitment to customer satisfaction and a working knowledge of industry standards and current trends. Politically astute and resilient, the President and CEO will understand the operating structure of a granting organization and the many constituents who benefit from a vibrant cultural council. Ready to participate with the board at strategic meetings, staff in operational details, and public policy makers in advocacy, the President and CEO will enjoy a wide variety of tasks. An excellent communicator and presenter, this individual will be a successful collaborator, team leader, and passionate advocate for the County’s arts and culture ecosystem, with a highly visible presence in the local community and beyond in support of the CCPBC’s mission.

Other key competencies include the following:

- **Leadership and Flexibility** – Ability to organize and motivate others to accomplish goals and the agility and adaptability to embrace and implement change when needed; an inspiring leader.
- **Resiliency** – Capacity to quickly recover from adversity or setbacks and move past obstacles without unnecessary delay.
- **Diplomacy, Tact and Interpersonal Skills** – Capacity to constructively embrace different points of view, resolve conflicts, and bring cohesion to a wide array of stakeholders while interacting with them in a positive manner, treating them fairly, and listening carefully to what they have to say.
- **Self-Management and Personal Accountability** – Ability to manage time and priorities while being accountable for business and personal actions.

### Qualifications

A bachelor’s degree (master’s degree preferred) and minimum of seven to 10 years of increasing leadership experience in a nonprofit organization are required. This includes nonprofit arts and culture organizations; local, state, or national cultural agencies; and foundations or other grant-making organizations. Experience as an arts administrator is preferred. A passion for art in its myriad of forms is expected. Experience working with elected officials and nonprofit boards and excellent written and verbal skills are necessary.

### Compensation and Benefits

Competitive compensation commensurate with experience includes a benefits package (health, life, vision, and dental insurance, vacation, holiday, and sick pay), employee retirement plan, and access to discounted and complimentary tickets to arts and culture events throughout the County.

### Applications and Inquiries

Please submit a letter and resume with a summary of demonstrable accomplishments to:

Ms. Wyona Lynch-McWhite, Vice President

292 Newbury Street, Suite 315
Boston, MA 02115-2801
Tel (888) 234.4236 Ext. 225
Email PalmBeachCulture@ArtsConsulting.com

The Cultural Council of Palm Beach County is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds.