

Executive Director, Irish Cultural Center and McClelland Library

Irish Cultural and Learning Foundation (ICLF)

Phoenix, Arizona

Full-Time | On-Site with Limited Flexibility

Salary Range: \$78,000 – \$95,000 (commensurate with experience)

About the Irish Cultural and Learning Foundation (ICLF)

The Irish Cultural and Learning Foundation (ICLF) is a Phoenix-based nonprofit dedicated to preserving, celebrating, and advancing Irish culture, history, and education in Arizona and the Southwest. Through our cultural center, library, educational programming, exhibits, performances, special events, and community gatherings, ICLF serves as a vibrant hub for arts, heritage, scholarship, and connection.

At a pivotal moment of organizational growth and increasing community impact, ICLF is seeking a dynamic and visionary **Executive Director (ED)** to lead the organization into its next chapter.

Position Overview

The Executive Director serves as the chief executive officer of the Irish Cultural and Learning Foundation and is responsible for the organization's overall strategic leadership, operational management, financial sustainability, and public representation.

Reporting to the Board of Trustees, the Executive Director works closely with staff, volunteers, donors, partners, and cultural stakeholders to advance ICLF's mission, strengthen internal systems, grow revenue, and elevate the organization's presence locally and nationally.

This role is both **strategic and hands-on**, ideal for a leader who thrives in a mission-driven environment and is comfortable managing people, priorities, and partnerships.

Key Responsibilities

Leadership & Strategy

- Provide visionary and values-driven leadership aligned with ICLF's mission and strategic goals.
- Partner with the Board of Trustees to shape long-term strategy, policy, and governance
- Lead organizational planning, growth initiatives, and phased staffing development.

Organizational Management

- Oversee daily operations of the organization, including programs, events, library services, facilities, and guest services.
- Supervise senior staff and support a collaborative, accountable team culture.
- Ensure strong internal systems for operations, HR, finance, and compliance

Financial Management & Sustainability

- Oversee organizational budgeting, financial planning, and fiscal controls
- Work closely with finance staff and external professionals on accounting, reporting, and audits
- Ensure responsible stewardship of organizational resources

Fund Development & External Relations

- Lead and support fundraising strategies, including individual giving, memberships, corporate sponsorships, foundation support, and special events.
- Serve as a primary ambassador for ICLF with donors, community leaders, cultural partners, and public officials.
- Strengthen relationships with national and international Irish cultural organizations.

Programs, Education & Community Engagement

- Support high-quality cultural, educational, library, and event programming
- Ensure programs align with mission, audience needs, and strategic priorities
- Champion community engagement, volunteerism, and inclusive participation

Governance & Board Relations

- Support the Board of Trustees with meeting preparation, reporting, and strategic decision-making.
 - Maintain clear communication between staff and board leadership
 - Ensure compliance with nonprofit governance standards and best practices
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Ideal Candidate Profile

The ideal candidate is a mission-driven nonprofit leader who combines strong management skills with a passion for culture, education, and community.

Required Qualifications

- Minimum 5–7 years of senior nonprofit leadership or comparable executive experience
- Demonstrated experience in nonprofit management, operations, and team leadership
- Strong financial literacy, including budgeting and organizational oversight
- Proven fundraising experience and donor relationship management
- Excellent communication, organizational, and interpersonal skills

Preferred Qualifications

- Experience with arts, culture, heritage, education, libraries, or museums
 - Familiarity with board governance and nonprofit compliance
 - Experience managing multi-function teams and volunteers
 - Knowledge of Irish history, culture, or international cultural engagement is a plus (but not required)
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Why Join ICLF?

- Lead a respected and growing cultural institution with deep community roots.
- Work with an engaged Board of Trustees and dedicated staff
- Shape the future impact of Irish culture, education, and heritage in Arizona


- Opportunity to build systems, grow programs, and leave a lasting legacy
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How to Apply

Interested candidates should submit:

- A résumé
- A brief cover letter outlining interest and relevant experience

Applications will be reviewed on a rolling basis.

 **Submit materials to:** President of the Board, Laddie Shane at laddie.shane@azirish.org
