Executive Director (Part-Time)
The Buttonwood Tree Performing Arts Center – Middletown, CT

The Buttonwood Tree Performing Arts Center is seeking a passionate, organized, and creative leader to serve as our next **Executive Director**. This is an opportunity for someone who believes in the power of the arts to build community and is excited to help lead a beloved nonprofit into its next chapter.

For 37 years, The Buttonwood Tree has been a respected and cherished part of the Middletown arts community, earning a reputation for presenting outstanding original music, arts, cultural, and community programs in a warm, welcoming environment. The organization has built tremendous goodwill among artists, audiences, volunteers, donors, and community partners. Serving as Executive Director offers the opportunity to lead a well-established nonprofit whose name carries respect and recognition throughout the region—a valuable addition to any résumé for someone pursuing a career in nonprofit leadership, arts administration, or community development.

Position: Part-Time (approximately 15 – 20 hours per week)

Schedule: Flexible administrative hours and regular on-site responsibilities on **Friday and Saturday evenings (approximately 6:00–11:00 p.m.)** during performances and events.

Beyond the traditional responsibilities of nonprofit leadership, serving as Executive Director of The Buttonwood Tree offers many meaningful and intangible rewards. This role provides the opportunity to express creativity, build lasting relationships, and become part of a vibrant community of artists, musicians, performers, volunteers, students, and supporters.

The Executive Director will experience the joy of hearing exceptional live performances week after week, connecting with inspiring and talented artists, and helping create memorable experiences for audiences. The position offers opportunities to mentor and collaborate with students, interns, and emerging young talent while continuing to develop personal skills through new programs, creative initiatives, and community partnerships.

For someone who loves the arts, values connection, and enjoys making a difference, this is more than a job—it is an opportunity to help shape the future of a cherished community resource while being surrounded by creativity, inspiration, and wonderful people.

Responsibilities

- Oversee the day-to-day operations of the organization.
- Coordinate performances, volunteers, and special events.
- Communicate with performers, community members, donors, and volunteers.
- Write grants and work with our treasurer on grant reports
- Help develop and implement strategies to strengthen the organization's financial sustainability.
- Lead and manage fundraising efforts.

- Manage administrative tasks, correspondence, scheduling, and organizational records.
- Represent The Buttonwood Tree PAC professionally within the community.

Qualifications

- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Proven managerial and interpersonal skills.
- Experience with grant writing and nonprofit fundraising.
- Ability to work independently and as a team player with the board of directors, prioritize multiple responsibilities and solve problems creatively
- Proficiency with computers, email, and common office software.
- Reliable transportation to Middletown, Connecticut.

Compensation

This is a part-time position with limited initial funding. Finances to be discussed and will include a monthly salary and sign-on bonus for the successful candidate. We are seeking someone who understands the realities of a small nonprofit and is enthusiastic about helping secure grants and other funding that can support and expand the position over time. The successful candidate will play an important role in helping build the organization's long-term financial stability.

If you are passionate about the arts, community engagement, and helping a cherished nonprofit grow, we'd love to hear from you. This position gives back in a plethora of ways including its flexibility for someone seeking meaningful leadership work while maintaining balance with other professional or personal commitments.

Please send your résumé, a brief cover letter describing your interest, and any relevant grant-writing or nonprofit experience to TheButtonwoodTree@gmail.com or call (860) 347-4957.