Executive Director

Brownsville, Texas • Reports to the Board of Directors



THE ROLE

Lead the Mitte Cultural District and oversee The Mitte Arts & Cultural Center. Working with the board, set priorities, manage the district's finances and operations, and build the partnerships and funding needed to sustain its work.

Serve as the district's public representative and primary liaison to the Texas Commission on the Arts. Build on the Cultural District designation to create opportunities for local artists, cultural organizations, residents, and visitors.

KEY RESPONSIBILITIES

Strategic Vision and Execution

- Translate the district's strategic plan into an annual work plan, budget, and measurable goals.
- Maintain the Texas Commission on the Arts Cultural District designation by tracking commitments and reporting, and pursue opportunities tied to the designation.
- Track progress and advise the board on where to invest, expand, or adjust.

Financial Stewardship and Fundraising

- Develop and manage the annual budget, monitor cash flow, and provide timely financial reports to the board.
- Oversee bookkeeping, payment approvals, and financial controls, including the tracking and use of restricted funds.
- Lead grant applications, reimbursements, and reporting, including Texas Commission on the Arts and Hotel Occupancy Tax funding.
- Build revenue through grants, sponsorships, donations, facility rentals, and other earned income.

Community Partnerships and Advocacy

- Build relationships with the City of Brownsville, the Mitte Foundation, artists, cultural organizations, schools, tourism partners, businesses, and funders.
- Bring partners together to develop programming, promote cultural tourism, and expand access to the arts.
- Represent the district publicly and oversee media relations and digital communications. Ensure social media channels are monitored daily and updated regularly, and keep the website's event calendar, hours, and visitor information accurate and current.

Executive Director

KEY RESPONSIBILITIES, CONTINUED

Arts Programming and Audience Development

- Guide planning, budgeting, promotion, and evaluation for Fiesta de Vida, Mitte in Motion, and Murals in the Mitte.
- Develop exhibitions, performances, workshops, and events with partners that reflect Brownsville's culture and borderland heritage.
- Use attendance, visitor feedback, partner input, and program costs to guide programming and reach new audiences.

Operations and Board Relations

- Supervise staff and contractors, clarify responsibilities, and ensure staffing coverage for public hours and events.
- Oversee facility rentals, maintenance, accessibility, safety, and vendor coordination at The Mitte Arts & Cultural Center.
- Support the board and its committees with timely updates and recommendations. Follow through on decisions and maintain organized records and procedures.

QUALIFICATIONS

Required

- Leadership experience in a nonprofit, arts or cultural organization, public agency, or comparable setting.
- Ability to manage budgets, develop funding relationships, and report financial and program results.
- Experience leading staff, contractors, or project teams and delivering multiple projects.
- Strong written and verbal communication and the ability to work with a governing board.
- Ability to build working relationships across community, government, and cultural organizations.

Preferred

- Experience in arts administration, cultural district management, cultural tourism, or community development.
- Experience administering public grants or reimbursement-based funding, especially arts or tourism funding.
- Familiarity with Brownsville, the Rio Grande Valley, and the region's binational arts community.
- Ability to communicate effectively in English and Spanish.
- Experience managing a public venue, facility rentals, or major community events.

The role requires flexibility for occasional evening and weekend programs, events, and meetings.

How to Apply

OPEN UNTIL FILLED

Email your résumé and a brief cover letter to contact@visitmitte.org. Tell us about your leadership experience, your approach to building community partnerships, and why you're interested in leading the district.