Executive Director

Wagon Wheel Center for the Arts | Warsaw, Indiana
Wagon Wheel Center for the Arts is seeking an experienced, collaborative, and strategic leader to serve as its **Executive Director** during an important period of organizational growth and transition.

For more than 70 years, Wagon Wheel has enriched the region through exceptional live theatre, music, education, and community programming. Today, the organization is preparing for its next chapter—strengthening organizational infrastructure, advancing fundraising and capital priorities, and building the capacity necessary to sustain its mission and artistic excellence for generations to come.

The Executive Director will work in partnership with the **Executive Artistic Director**, with both positions reporting directly to the Board of Directors and sharing executive authority for the overall health and mission of Wagon Wheel Center for the Arts. Within that shared leadership model, the Executive Director has primary accountability for organizational health, administration, development, finance, human resources, facilities, capital projects, community relationships, and strategic implementation.

The Opportunity
The Executive Director will provide leadership and accountability in the following areas:

- Organizational strategy and implementation
- Development and fundraising
- Financial oversight and long-range sustainability
- Human resources and organizational culture
- Administrative and operational systems
- Facilities and capital planning
- Board administration and governance support
- Community and external relationships
- Strategic initiatives and major organizational projects

The Executive Director will lead a team that includes the Managing Director, Finance Director, Development Director, Front of House & Administrative Manager, and other administrative, facilities, and operational personnel.

Key Leadership Priorities
Organizational Leadership
Lead implementation of Wagon Wheel's strategic plan; establish annual organizational priorities in collaboration with the Executive Artistic Director and Board; strengthen internal systems and accountability; build a healthy organizational culture; coordinate

cross-department work; and evaluate organizational performance in collaboration with the Executive Artistic Director.

Fundraising & Community Relationships

Own and advance Wagon Wheel's comprehensive development strategy, including major and principal gifts, corporate and season sponsorships, annual giving, capital campaigns, planned giving, stewardship, donor engagement, and the Annual Gala. Build and strengthen relationships with donors, businesses, foundations, civic leaders, community partners, patrons, and other stakeholders who share in Wagon Wheel's mission and future.

Financial Leadership

Provide executive oversight of Wagon Wheel's financial health and sustainability. Work directly with the Finance Director and collaboratively with the Executive Artistic Director on annual budgeting, long-range financial planning, cash flow, financial reporting and controls, capital planning, and organizational sustainability.

People & Culture

Provide executive leadership for organizational human resources, including structure, full-time hiring and onboarding, performance management, compensation philosophy, policies, employee relations, personnel documentation, and organizational culture. Work collaboratively with the Executive Artistic Director on human resource matters involving artistic and production personnel.

Facilities & Capital Projects

Lead Wagon Wheel's facilities and capital strategy, including long-term facilities planning, deferred maintenance, building improvements, master planning, and major vendor and contractor relationships.

The Executive Director will also assume executive ownership and accountability for Wagon Wheel's READI Capital Improvement Project, including project administration, Board reporting, external relationships, timelines, financial coordination, and organizational implementation.

Board Partnership

Serve as the primary administrative liaison to the Board of Directors, coordinating Board agendas, reports, dashboards, and organizational information; ensuring implementation of Board policies and directives; and providing regular reporting regarding organizational performance, finances, development, human resources, facilities, and strategic initiatives.

A Shared Executive Leadership Model

The Executive Director and Executive Artistic Director share executive authority and are both directly accountable to the Board of Directors.

Their responsibilities are distinguished primarily by area. The Executive Director leads organizational strategy and implementation, development and fundraising, financial oversight, organizational HR, administrative operations, facilities and capital planning, Board administration, organizational systems, and external organizational relationships. The Executive Artistic Director leads artistic vision, professional theatre, artistic programming, artistic and production personnel, production quality, season development, artistic standards, and artistic and technical production operations. The two executives work collaboratively on decisions with significant artistic, organizational, financial, or reputational implications, including budgeting, strategic planning, major capital investments, programming changes, staffing decisions, and risk management.

This model seeks a leader who understands that **organizational strength and artistic excellence are interconnected** and who values partnership as a critical component of executive leadership.

Transitional Leadership Opportunity

This position is part of an initial **two-year transitional leadership structure** designed to establish clear accountability, maintain artistic and institutional continuity, strengthen fundraising and organizational systems, advance major initiatives, and help the Board evaluate Wagon Wheel's long-term leadership needs.

For the right candidate, this is an opportunity to help shape the next chapter of one of Indiana's distinctive arts organizations - honoring its legacy while building the organizational capacity necessary for its future.

The Ideal Candidate

Wagon Wheel seeks a leader who combines strategic thinking, relationship-building, and strong organizational leadership with the ability to turn priorities into action. Strong candidates will bring demonstrated experience in areas such as organizational management, fundraising and donor development, financial oversight, human resources, Board relations, operations, community engagement, and/or capital project leadership.

The successful candidate will be:

- A collaborative leader who thrives in a shared executive leadership model
- An effective fundraiser and relationship builder
- Financially and organizationally astute
- Skilled at creating accountability, systems, and clarity
- An effective communicator with staff, Board members, donors, patrons, and community partners
- Comfortable leading through organizational growth and change
- Able to balance independent accountability with collaborative decision-making
- Passionate about the role arts and cultural organizations play in a thriving community

Experience in nonprofit leadership, arts administration, fundraising, community development, or a related field is strongly valued.

Location: Warsaw, Indiana
Position: Executive Director
Reports to: Wagon Wheel Center for the Arts Board of Directors
Leadership Model: Shared executive authority with the Executive Artistic Director
Term: Initial two-year transitional leadership appointment

How to Apply

Interested candidates should submit a **cover letter and résumé** describing their interest in the position and relevant leadership experience to board@wagonwheelcenter.org. A complete job description is available at www.wagonwheelcenter.org/employment

Anticipated Start: January 1, 2027
Compensation: 60-70k
Benefits: Health and insurance benefits
Wagon Wheel Center for the Arts is an Equal Opportunity Employer offering At-Will Employment