



(Interim) EXECUTIVE DIRECTOR

Position open until filled.

To apply for this job, please email (*no phone calls please*): jobs@offcenterarts.org

Please attach a cover letter and resume as PDF files.

Reports to: Board of Directors

Part-time: ~20 Hours per week

Hours/Days: Flexible. Studio is open Wednesday-Friday, 12:00-5:00 PM and Saturday, 10:00 AM-3:00 PM

Compensation: Commensurate with Experience/Education

Summary

OFFCenter Community Arts Project is seeking an Interim Executive Director as part of a strategic leadership succession of the organization. Applicants must have proven experience leading sustainable, non-profit organizations, including strategic planning, grant writing, and fundraising.

This is a 9-month contract position with an average time commitment of 20 hours/week. At the end of the 9-month contract, the position is expected to transition to a permanent one for which a successful interim candidate may be considered. Organizational budget is \$125K with \$90K of in-kind community support.

Applicants must demonstrate passion and energetic commitment to the open studio concepts and practices that are vital to continued success. Applicant should have experience supporting and demonstrate compassion for marginalized populations such as homeless, low income, developmentally disabled, mentally ill, incarcerated, or those otherwise traumatized. Position includes oversight of fundraising and development activities in conjunction with the Board of Directors.

Education/Experience

- Bachelor's degree in art, arts management, art therapy, or social services preferred.
- 5-10 yrs. leadership experience in an arts or social services organization.

Responsibilities

- Work with Board of Directors to develop and implement a strategic plan with the long-range potential of creating financial stability beyond 2020, including identifying and applying for applicable grants.
- Maintain official records and documents to ensure compliance with federal, state and local regulations.
- Conduct official correspondence and endorse executive legal documents in collaboration with the Board of Directors and other designated officers.

- Work with OFFCenter Board and Treasurer to prepare annual budget reports, maintain organizational operations within these budget guidelines.
- Represent OFFCenter’s organizational mission, programing efforts, community impact and community alliances to other organizations, agencies, city officials and the community at large.
- Maintain a working knowledge of significant trends and developments in the field of community arts organizations and creative community building.
- Carry out plans and policies authorized by the OFFCenter Board of Directors, reporting back to the Board on current conditions of the organization and all important factors influencing studio decisions made by the Director and Staff.
- Contribute to and participate in staff performance reviews in conjunction with Board of Directors.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.
- Maintain a regular schedule of staff meetings and OFFCenter studio visits.

Successful candidate must demonstrate the following critical abilities to:

- Communicate with and represent OFFCenter to agencies, organizations, and the general public.
- Work with and communicate to the Board of Directors.
- Lead fundraising, development and strategic planning activities in conjunction with the Board.
- Manage and coordinate a small part-time staff, multiple contractors and volunteers.
- Work in a diverse multigenerational and multicultural community setting.
- Develop a program budget and operate programs within budgetary guidelines.
- Guide development, implementation, and marketing of year-round arts activity programming.
- Strong knowledge of Google apps/GSuite.
- Knowledge of Microsoft Office (Word, Excel, Access).
- Experience with DonorPerfect a plus.

REFERENCES WILL BE REQUIRED.

OFFCenter is committed to a culturally diverse staff that reflects our varied community and strongly encourages applications from minority and women candidates.