



Art in Action Executive Director

Role

Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for the Art in Action staff, programs, growth, and execution of its mission. The ED directly leads organizational strategic planning, fundraising, partnerships, and program development ensuring day-to-day and long-term success.

Art in Action is a 36-year-old nonprofit providing K-8 students a comprehensive and engaging visual arts education. AiA provides art curriculum, materials, and training that empowers students to develop creativity, critical thinking, self-expression, and problem-solving skills. Through hands-on learning students expand their knowledge in art and art techniques, science, cultural understanding, technology, and more -- so every student has the skills they need to succeed and be prepared for jobs of the future.

Responsibilities

- *Strategic Leadership*

- Lead team to achieve or exceed growth targets for fundraising, reach, and impact
- Revise and present strategic priorities with the Board of Directors annually; deliver on agreed organizational growth strategy, such as planning and driving key initiatives to increase sustainability and impact
- Lead all organizational strategic planning and execution, including setting org-wide priorities/objectives and developing department goals and strategies with staff annually
- Optimize product offering in collaboration with program, product, and sales staff to meet customer needs; develop and execute program and product road map
- Act as a key spokesperson and evangelist for Art in Action in the community, media, and online; develop key relationships that keep Art in Action relevant with our target audiences, including donors, education providers, companies, and the media
- Maintain regular communication with the Board of Directors, including keeping committee chairs and new members engaged; maintain transparency with all goals and actions

- *Revenue & Relationship Development*

- Meet or exceed annual revenue and sales targets to achieve a positive P&L
- Position AiA to receive major grants and donations from foundations, individuals, and corporate funders
- Set and meet or exceed annual funding targets agreed upon with the Board of Directors, including managing for the success of the annual fundraising benefit, Judy Sleeth Scholarship Fund, and other opportunities as they develop
- Develop mutually beneficial partnerships with companies, funders, and organizations that drive our mission and contribute to the organization's overall success
- Cultivate and sustain productive relationships with individual donors, corporate funders, and grant funders both at a local and national level

- Identify new revenue streams and optimize our financial model, including pricing and fundraising structures as required
- *Organization Management*
 - Oversee day-to-day org-wide operations and achieve operational effectiveness
 - Oversee financial planning and forecasting, managing and balancing budget in collaboration with finance manager; guide expenses and program development to maintain balanced financial statements
 - Manage staff of 8-10 employees, including Finance, Development, Program, Product, Sales, and Marketing staff to deliver on key objectives and ensure organizational success; assist in key decision-making
 - Own organization structure, staff optimization, and professional development; lead annual performance review process; recruit and train new employees to meet org needs
 - Lead organization-wide HR activities, including determining and addressing personnel policies, compensation, benefits, and grievances in collaboration with Board of Directors
 - Set and drive staff culture, including leading with clear and open communication and feedback that keeps staff motivated and drives results

Qualifications & Skills

- College degree with 8+ years of management experience
- Proven track record of effectively leading and scaling an organization, company, or program with people management across a multidisciplinary team
- Unwavering commitment to the mission of Art in Action and interest in education and the arts
- Excellence in organizational management with the ability to coach staff, manage and develop high-performing teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors
- Ability to cultivate strong working relationships with diverse partners and stakeholders, including board members, donors, corporations, teachers, parents, and funders
- Base knowledge around Marketing, Public Relations, Sales
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

This is an exempt, full-time position. Salary is commensurate with experience. Medical, dental, and retirement benefits are available.

Please submit cover letter and resume by email to jobs@artinaction.org