



Co-Executive Director of Development and Operations

\$80K-90K Annually

35 hours/week

Reports to: Arts Corps Board of Directors

Desired start date: January 2023

Why work at Arts Corps?

Arts Corps is revolutionizing arts education by igniting the creative power of young people through culturally engaging learning experiences. We work toward a world where barriers to arts education no longer exist and all young people can creatively lead the transformation of schools, neighborhoods, and beyond.

Arts Corps is a nationally recognized youth arts education organization that works to address the race and income-based opportunity gap in access to arts education. Through participation in our arts integration, out-of-school arts and teen leadership programs, youth in our programs experience the transformative power of creativity and gain a deepened belief in their own capacity to learn, take risks, persist, and achieve.

Arts Corps is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. Our work has a strong center in equity and liberation, encouraging critical thinking and dialogue about how intersecting systems of oppression impact our work and the communities we are part of.

Arts Corps is committed to the personal and professional growth of its employees. We work hard to build a supportive, respectful and celebratory community among our staff, board, and volunteers. We look forward to finding the next leaders our extended Arts Corps family, and our first-ever Co-Executive Director team.

Job Summary

The Co-Executive Director of Development and Operations is one-half of a dynamic executive leadership team; they will collaborate continuously with the Co-Executive Director of Education and Advocacy, dividing the responsibilities traditionally held by a single Executive Director. Together they will support staff and faculty, provide necessary oversight and support, and collaborate with the Board of Directors to safeguard the success of Arts Corps. The Co-Executive Director of Development and Operations will serve as the steward of our mission and vision in all of our fiscal, operational, and development functions.

Arts Corps is currently hiring for both Co-Executive Directors. These open positions come at an exciting time for the organization, as it embarks on a new shared leadership structure, replacing the single executive director structure with Co-Executive Directors. As the organization transitions to this new paradigm and these new roles are established, we are seeking candidates who are skilled and passionate about building new systems, can collaborate closely to improve outcomes, communicate effectively and consistently, and think strategically and critically to refine and evolve these roles and the new structure.

Key Responsibilities

Leadership, Vision, and Management

- Collaborate with the Co-ED of Education and Advocacy to:
- Maintain a positive and strong organizational culture that ensures employees are valued; attract and retain competent and caring staff
- Maintain strong relationships with staff and teaching artists; inspire, support, motivate, and mentor staff
- Build and maintain a strong and effective leadership team through clear expectations, coaching, and support
- Ensure the healthy functioning of an inclusive and vibrant learning and creating community among staff and teaching artists that uplifts Black, Brown, Indigenous and Asian (BBIA), Disabled, Queer, and other voices not historically centered
- Effectively lead strategic planning and maintain vision-alignment

Operations

- Oversee daily operations and compliance requirements of the organization including Finance, IT, HR, administration, legal and other regulatory activities, and other operations needs as they arise. Implement practices and procedures that ensure proactive operational strategies and process improvement, where possible.
- Lead, supervise, and manage all HR responsibilities and manage HR risk including development and implementation of policies that promote Arts Corps vision, mission, and values.
- Lead and support development of strategic operational and organizational performance metrics and guide development of a data-informed organizational culture and fundraising strategy.
- Serve as direct supervisor to the Development and Communications Director and the Finance and Operations Director; oversee administrative and financial processes including strategically managing resources and investments, and developing and managing successful short- and long-term financial strategies.
- Hold final responsibility for decisions made regarding operations, finance, and fundraising; provide guidance and support for decision making
- Collaborate with the Development and Communications Director and the Finance and Operations Director to build an accurate and functional budget, as well as long-term financial planning; maintain functional knowledge of funding streams and restricted funding sources and projects
- Maintain working knowledge of significant trends in the nonprofit sector and beyond, and respond proactively and appropriately, including legal and compliance requirement developments/changes.

Fundraising

- Collaborate with the Development and Communications Director to design an effective development plan that engages diverse fundraising strategies and is guided by community-centric fundraising principles
- Provide strategic leadership for cultivation and stewardship efforts with major donors, grant makers, and corporate partners
- Fully and effectively utilize public speaking engagements and other opportunities to create new partnerships and donor relationships
- Collaborate with the Co-ED of Education and Advocacy and the Festa Planning Committee to lead Arts Corps' annual fundraising gala, Festa

Communication

- Collaborate with the Development and Communications Director to design and implement internal and external communications strategies to support the overall needs of staff, youth, teaching artists, and Arts Corps community
- Communicate Arts Corps' vision effectively and motivate board, staff, and volunteers to achieve goals; customize language and approach to the intended audience
- Regularly communicate externally via blogs, emails, panels, and other opportunities
- Ensure Arts Corps effectively markets its programs to prospective donors and other stakeholders, such as volunteers and partner organizations

Board of Directors

- Collaborate with Co-ED of Education and Advocacy to serve as primary contact and coordinator for the Board of Directors, ensuring that the Board has the resources and support necessary to fulfill their governance duties
- Facilitate effective communication among the board, staff, faculty, and partners
- Establish and promote proactive communications with and among the board regarding administrative functions; keep the board well informed regarding the fiscal and operational status of the organization

Desired Skills and Attributes

- Passion for arts education and creative youth development
- Experience, passion, and alignment with community-focused, intersectional equity work
- Ability and willingness to lead with an anti-racist lens
- Experience in nonprofit operations, especially Human Resources and other regulatory and compliance needs
- Demonstrated leadership and supervising experience and knowledge
- Commitment to building and maintaining strong relationships with current and prospective program partners, donors, and grantors
- Working knowledge of nonprofit accounting and fiscal management
- Experience managing successful fundraising events at a wide range of levels for a non-profit
- Experience soliciting large/multi-year gifts from individual donors
- Collaborative work and leadership style
- Strong communication and facilitation skills
- Active, effective listener
- Ability to innovate and think creatively, critically, and strategically
- Demonstrated ability to empower and mentor staff
- Willingness and ability to hold oneself accountable and be held accountable by team
- Firm understanding of and commitment to equity; ability to center marginalized voices

Desired Experience

- Five years leadership experience in nonprofit operations
- Five years fundraising experience
- Experience in arts education, youth development or education a plus
- Bachelor's Degree or equivalent experience

We're more interested in working with phenomenal people than in lists of qualifications. If you don't tick all the boxes, but you believe you're the right fit for our team, that's okay. We still want to hear from you.

Compensation

35 hours/week; salary range: \$80-90K. Generous benefits package including: medical, dental, vision insurance coverage or the choice of a pro-rated stipend; 13 paid holidays and

20 days of PTO annually, and a personal professional development allotment including an ED coach, and other leadership development opportunities.

To Apply: Send resume to execsearch@artscorps.org by end of day October 25, 2022, and include Co-Executive Director of Development and Operations in the subject line.

Co-applications are welcomed.

Hiring Timeline:

We honor your time and labor in applying for this position. Here is our anticipated timeline for hiring. Timeline is subject to change and we will communicate with candidates should this occur.

Job Announcement - September 29th

1st Round Interviews (zoom, 30-45 mins)- rolling

Job Closing Date - October 25th

2nd Round Interviews (zoom, 60 mins) - week of November 7th

Final Interviews (in person at Youngstown Cultural Arts Center in pairs) - November 18th*

*This day may involve multiple pairings of candidates to determine the best combination of Co-Executive Directors.

Reference Checks - week of November 21st

Offers made - December 2nd

Desired Start Date - early January (negotiable)