



EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

Salaried Exempt Full-time 40 hours per week

Benefits: Medical Benefits, Vacation & Sick Time, CalSavers Retirement, Flexible work environment

About Youth in Arts

For more than 53 years, Youth in Arts has existed to achieve a seemingly simple thing: to bring quality arts education to students of ALL backgrounds and abilities. But our work is about so much more. **It is about whole person development, identity, voice, discovery, imagination, and the freedom derived from access to creativity and art-making.** Youth in Arts (YIA) is an education nonprofit founded in 1970 by local arts advocates dismayed by diminishing arts resources available for California students. YIA builds visual and performing arts skills through innovative and in-depth programs that foster confidence, compassion and resilience in our youth. We develop capacity among educators, teaching artists and whole communities through intentional support efforts, advocate for equitable access to arts education and offer opportunities for young people to share their creative voices. Through direct education in school partnerships as well as through local and national advocacy, our programs change the lives of thousands in- and around San Francisco's North Bay. YIA insists that access to a creative life is a right for all.

Position and Responsibilities

The Executive Director is the leadership position of Youth in Arts. They will be a strong and inspirational leader to the diverse stakeholders of YIA, helping to set clear direction for the organization and continue the decades-long success of the organization. The Executive Director will implement and enhance the organization's strategic goals, support and sustain fundraising initiatives and programming, oversee programmatic decisions and development, and lead staff for the successful day-to-day operations. They will be a positive role model for the organization, valuing diversity, equity and inclusion, and belonging (DEIB); bolstering a positive and effective organizational culture; and exemplifying inclusive and equitable practices in leadership and administrative practice.

Reporting to the Board of Directors, the Executive Director serves as a creative force and advocate for the organization within the local arts community and beyond. This position is expected to build solid relationships with staff, board, donors, artists, and community leaders. The Executive Director is a key fundraiser for the organization including leading individual donor development, institutional and government support via grants, and building hybrid models of contributed and earned revenue. This role is responsible for collaborating on the mission-driving work of the organization, developing and meeting strategic goals, identifying areas of growth, devising and managing budgets, refining operational systems, and supporting teaching artists and teachers. Our ideal candidate has a background in arts education (visual and/or performing arts) and has direct experience with program administration including budgeting, partnership building, fundraising, and board development. We are looking for a collaborative team-player that can navigate a fast paced environment.

Roles and Responsibilities:

Leadership and Strategic Vision

- Advance YIA's strategic plan, ensuring the goals and outcomes are consistent with the mission, vision, and values, by providing visionary, collaborative, and forward-thinking leadership.
- Employ knowledge and experience to undo systemic barriers to participation and belonging in cultural organizations, increasing the sense of welcome and belonging at all organizational activities and programs for all participants.
- Foster an environment that embraces diversity, equity, inclusion and belonging through respect, collaboration, intentionality, and anti-racism in the arts.
- Create and maintain strong ties with community decision-makers and stakeholders, funders, business leaders, and other arts leaders to achieve mutually beneficial outcomes.
- Advocate for children, families, the arts and arts education by serving as a visible leader and key spokesperson in the local and state-wide arts and culture communities.
- Build upon YIA's visibility and positive brand to ensure the organization is properly resourced to achieve its goals.
- Embrace other leadership and strategic vision responsibilities, as needed

Contributed and Earned Revenue Enhancement:

- Serve as the organization's primary development liaison, increasing revenue diversification and inspiring individual and foundational donors, corporate sponsorship opportunities, government grants, and special campaigns.
- Work in close collaboration with the Director of External Affairs to determine fundraising vision and cohesive organizational messaging.
- Identify and establish relationships with key funders and donors to nurture existing relationships and develop new sources of funding.
- Enhance and guide a marketing and communication strategy that maximizes visibility, programs, partner contracts, and other earned revenue opportunities.
- Embrace other contributed and earned revenue enhancement responsibilities, as needed.

Program Vibrancy and Community Engagement

- Champion and grow the YIA's local and regional partnerships, innovations, and initiatives in collaboration with YIA's programs team.
- Stay abreast of current research and trends in arts education, particularly those for student wellness, social emotional learning, early childhood learning, and the continuum of cognitive, emotional, and social development in both formal and informal learning environments.
- Connect with teachers, principals, and superintendents to understand state and national education standards and policies.
- Enhance YIA's presence and increase impact in the community by actively engaging with a wide variety of stakeholders through public speaking, attendance at community events, and participating in community initiatives on all levels.
- Advocate for equitable arts education at the local, state, and national level.
- Embrace other program vibrancy and community engagement responsibilities, as needed.

Financial Resiliency and Board Relations

- Develop and oversee the organizational budget, managing expenses and income to ensure financial stability and growth.
- Create earned and contributed revenue analysis and make recommendations to support decision-making about YIA's finances.
- Work with an accounting and finance partner (contract) to review monthly financials and on-going processes and procedures.
- Monitor and report financial performance to the board in collaboration with the Internal Affairs committee to support timely decision-making.
- Communicate financial position and forecasts to staff and funders, so that they fully understand why financial decisions are made and how resources are allocated.
- Partner with the Nominating and Governance Committees to help expand, diversify, and manage the board by ensuring that members are engaged according to their skills, interests, and the needs of the organization.
- Share information with board members regularly and serve as a liaison between board committees and staff.
- Embrace other financial resiliency and board relations responsibilities, as needed.

Organizational Stability and Resiliency

- Oversee all daily operations of YIA, including programs and personnel, to ensure the organization operates effectively and efficiently.
- Elevate and activate YIA commitment to DEIB to attract and retain staff and board members from a wide range of backgrounds and experiences.
- Demonstrate a commitment to YIA's values and strategic priorities proven strengths in the areas of people, programs, financial sustainability, and community benefit.
- Maintain active assessment and management of risks facing the organization and develop mitigation plans to offset potential negative impacts.
- Amplify and advance YIA's positive culture and work environment, where all departments are equitably valued, and staff of all gender identities, ethnicities, and backgrounds are valued and feel appreciated.

- Demonstrate a genuine curiosity and interest in all aspects of the organization so that all parts of the institution are fully understood and valued.
- Galvanize an experienced staff, fostering collaboration and teamwork.
- Embrace other organizational stability and resiliency responsibilities, as needed.

Traits and Characteristics

The Executive Director will be a dynamic, creative, and dedicated leader who values teamwork and collaboration and is passionate about uplifting all communities. They will be people-oriented and comfortable engaging a wide range of stakeholders and networking across sectors and groups, including donors, government, education, and grass-roots community members. A sound decision-maker, the Executive Director will be versatile and resourceful with the ability to anticipate and solve complex challenges. They will lead with compassion and authenticity, remaining sensitive and responsive to the needs of others. The Executive Director will be transparent with constituents, including the board, staff, artists, patrons, and external stakeholders.

QUALIFICATIONS

- Proven success in arts administration, education, nonprofit, business, or related fields.
- Minimum of five - eight years relevant organizational or program management experience as a creative lead in a leadership role, preferably with arts education in a nonprofit organization.
- Expertise in community engagement, fiscal oversight, foundations, operations, board and staff management, strategic planning, and program development is needed.
- Demonstrated success in advancing DEIB strategies and culture is essential.
- Experience building effective and productive partnerships with the board of directors and staff.
- A demonstrable connection and possession to the power of the arts to change lives, amplify unheard voices, and bolster communities and schools.
- Track record of managing and motivating a strong unified team through visionary, collaborative, and forward-thinking leadership style is highly valued
- Dedication to accessibility for individuals with diverse backgrounds and with disabilities.
- Human Resource experience or knowledge, a plus.
- Experience or background as a teaching artist, artist and/or background in education is a plus.
- Knowledge of database or CRM platforms (experience in HubSpot, Paybee, FlipCause, and/or PandaDoc a plus).
- Google Suite proficiency is a must.
- Current, valid CA driver's license and ability to drive a car, if needed, a plus
- Bilingual Spanish Speaker is a plus .

This is a full-time, exempt position based in San Rafael, California with some remote flexibility. Youth in Arts is an equal opportunity employer and encourages applications from all persons, especially those who bring the benefits of diversity to the organization. **People of color, people who identify as LGBTQIA2S+, women, and persons with disabilities are encouraged to apply.**

The Annual Salary Range for the Executive Director is \$100,000 - \$110,000 and is commensurate with experience.

How To Apply

Please email cover letter, resume, and three reference contacts (PDF format) to jobs@youthinarts.org

Subject line: Executive Director

No calls, please.