

Job Title: Executive Director, Youth In Arts

Reports to: Board of Directors

Status: Salaried, Exempt, Full-time 40 hours per week

Benefits: Medical Benefits, Vacation & Sick Time, CalSavers Retirement, Flexible Work Environment

About Youth in Arts

Our vision is that youth of every background and ability have the creative skills, compassion, confidence and resilience to share their voices and achieve their goals. Youth in Arts builds visual and performing arts skills through innovative and in-depth programs that foster confidence, compassion and resilience in students of all abilities. We develop capacity among educators and teaching artists, advocate for equitable access to arts education and offer opportunities for youth to share their creative voices.

Youth in Arts (YIA), located in San Rafael, engages over 5,000 students, 70% of whom identify as low income, with in-school arts lessons in the visual arts, dance and music. Through multi-year school partnerships, our programs serve over 30 schools, employ over 25 Teaching Artists, and advance the long-term provision of equitable arts education across the Bay Area, while generating \$1.2mm. YIA is the only consistent provider of arts education for students with disabilities in Marin County and a leader in teen arts mentorship.

We are seeking an Executive Director who believes passionately in the power of art and arts education, who can advocate for Youth in Arts, oversee our fundraising and programming, and lead our team.

Position and Responsibilities

The Executive Director (ED) will be a strong and inspirational leader to diverse stakeholders, helping to set clear direction for our organization. The ED will implement the organization's strategic goals, support and sustain fundraising initiatives, oversee programmatic decisions and development, and lead staff in day-to-day operations. Our ED will be a positive role model for the organization, valuing diversity, equity and inclusion, and belonging (DEIB).

Reporting to the Board of Directors, the ED serves as a creative force and advocate for YIA within the local arts community. The ED will build solid relationships with staff, board, donors, artists, and community leaders. Our ideal candidate has a background in arts education and deep experience with program administration, including budgeting, partnership building, fundraising, and board development.

Responsibilities include:

Leadership and Strategic Vision

- Advance YIA's strategic plan, ensuring the goals and outcomes are consistent with our mission, vision, and values
- Create and maintain strong ties with community decision-makers and stakeholders, funders, business leaders, and other arts leaders
- Foster an environment that embraces diversity, equity, inclusion and belonging
- Advocate for art students, their families, and arts education by serving as a visible leader and key spokesperson locally and state-wide

Fundraising

- Serve as the organization's primary development liaison, increasing revenue diversification and inspiring individual and foundational donors, corporate sponsorships, and government grants
- Work in close collaboration with the Director of External Affairs to determine fundraising vision and messaging
- Identify and establish relationships with key donors, nurturing existing relationships and developing new sources of funding
- Enhance and guide a marketing and communication strategy that maximizes visibility, programs, partner contracts, and other earned revenue opportunities

Programming and Community Engagement

- Oversee all daily operations of YIA, including programs and personnel, ensuring the organization runs effectively
- Champion and grow local and regional partnerships and initiatives
- Connect with teachers, principals, and superintendents to understand state and national education standards, policies and funding
- Enhance YIA's 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

Financial Management and Board Relations

- Develop and oversee the organizational budget, managing expenses and income to ensure financial stability
- Work with an accounting and finance partner to review monthly financials
- Monitor and report financial performance to the board in collaboration with the Internal Affairs committee, to staff and to funders
- With the Governance Committee, expand, diversify, and manage the board, serving as a liaison between board and staff

Traits and Qualifications

The ED will be a dynamic, creative, and dedicated leader who values teamwork. They will be people-oriented and comfortable engaging a wide range of stakeholders, including donors, government, education, and grass-roots community members. Our ideal ED will have:

- Proven success in arts administration, education, nonprofit, business, or related fields
- Minimum of 5-8 years relevant organizational or program management experience, in a leadership role, preferably in arts education and/or in a nonprofit organization
- Expertise in community engagement, fiscal oversight, foundations, operations, board and staff management, strategic planning, and program development
- Experience building effective partnerships with board and staff
- Track record of managing and motivating a strong unified team through collaborative, and forward-thinking leadership
- Dedication to accessibility for individuals with diverse backgrounds and with disabilities
- Bilingual Spanish Speaker a plus
- Experience or background as a teaching artist, artist, and/or background in

education a plus

- Knowledge of database or CRM platforms (experience in HubSpot, Paybee, FlipCause, and/or PandaDoc a plus)
- Google Suite proficiency a must
- Current, valid CA driver's license and ability to drive a car, if needed, 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 LGBTQ, women, and persons with disabilities are encouraged to apply. The Annual Salary Range for the ED 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.