



Davis Arts Center is looking for a new Executive Director!

Opportunity

This position is a compelling opportunity for an innovative leader to shape arts education locally, regionally and statewide, while upholding the core values of Davis Arts Center - embracing risk, fostering pride, nurturing connection, and celebrating joy in the artistic process. Davis Arts Center stands as a pioneering force in visual arts education and in youth and adult programs. Situated in a 10,000-square-foot studio space in Davis, California, the arts center underwent a transformation during the pandemic, expanding its outreach into elementary school arts education.

The Executive Director will spearhead the expansion of our arts curriculum programming, impacting thousands of students and educators. In addition, the Executive Director will continue to develop class and camp programming, bringing their vision to arts education with a focus on process, social and emotional learning, and individual narrative expression. The ideal candidate will have demonstrated ability and experience in nonprofit management and administration, community engagement, fundraising, and marketing - all crucial elements for the organization's continued growth.

Responsibilities

Strategic Vision and Leadership

- Oversee and manage the operations of Davis Arts Center, including the development and implementation of annual and long-term plans aligned with the organization's mission, vision, and strategic objectives.
- Collaborate with the Board of Directors to craft and execute strategic planning initiatives, ensuring alignment with the organization's core mission and financial framework.
- Lead the development, implementation, and oversight of innovative programs, practices, and initiatives in line with Davis Arts Center's mission and strategic plan, encompassing our visual arts curriculum for elementary schools and studio programming.
- Develop and cultivate collaborations and strategic partnerships with educational institutions, governmental bodies, funding agencies, and other local, regional and national organizations.
- Demonstrate commitment to fostering diversity, equity, inclusion, and accessibility within all facets of the organization.
- Cultivate a positive work environment, fostering strong staff morale and a culture of teamwork and support.

Community Engagement and Fundraising:

- Develop and implement communication and outreach strategies; serve as the primary spokesperson to the City of Davis, constituents, media outlets, and the public.
- Drive fundraising efforts, diversify revenue streams, cultivate philanthropic relationships, and steward existing and potential donors.

Governance and Operations:

- Establish strong and effective communication channels with the board, providing timely and accurate reports to support policy development and decision-making.

- Collaborate with the Chief Financial Officer and Board Treasurer to ensure the organization's financial health, including goal setting, budget development, and adherence to financial controls.
- Work alongside legal counsel to ensure compliance with all relevant laws and regulations.

Qualifications

- Bachelor's degree preferred
- 3+ years of experience in non-profit organization management or administration or equivalent, a background in visual arts is a plus
- Demonstrated leadership experience and ability
- Strong organizational and project management skills
- Demonstrated fundraising experience
- Excellent communication skills and the ability to engage various stakeholders effectively
- Ability to manage simultaneous projects and deadlines with strong attention to detail
- Genuine passion for arts education
- Proficiency in Google Suite
- Experience with data management systems preferred
- Familiarity with elementary education preferred

Requirements

- The candidate must successfully pass a background check.
- This role involves office work and use of standard office equipment, including computers.
- The position requires reading written materials in hard copy and electronic formats, as well as regular communication in person, over the phone, and via electronic means.
- Regular keyboard use and manual dexterity are necessary for data entry and retrieval.
- Physical tasks such as bending, stooping, kneeling, reaching, and lifting objects weighing up to 15 pounds may be required.
- Occasional travel by car or plane.
- Some evening and weekend work may be required.
- Must be able to commute to Davis, California; this is an on-site position.

Compensation and Benefits:

- Salary range: \$90,000 - \$110,000, based on experience
- Health benefits stipend
- Paid vacation
- Roth IRA through CalSavers
- Generous holiday policy

How to Apply

Interested candidates should submit a resume and cover letter outlining their interest in and qualifications for the position to office@davisartscenter.org in PDF format. Applications will be reviewed until the position is filled.