



DAVIS ARTS CENTER SEEKING NEW EXECUTIVE DIRECTOR

Summary of Opportunity

Our ideal Executive Director (ED) is an innovator who is excited about influencing arts education both regionally and statewide. The ED supports the values of Davis Arts Center: risk taking, pride, connection, and joy in the artistic process.

The ED inherits an organization that reimagined itself during Covid to be an innovative leader in visual arts education in elementary schools and youth and adult education in our 10,000 square foot studio space in Davis, California. The ED also inherits a strong staff and teaching artist team and a stable financial situation.

Our next ED will have the opportunity to grow the curriculum programming, influencing thousands of students and teachers. Additionally they will continue developing classes and camps, bringing their vision to arts education that emphasizes process, social and emotional learning, and individual storytelling. Community engagement, marketing, and storytelling will be important to our next phase of growth as an organization.

Responsibilities

Strategic Vision and Leadership

- Provide oversight, management, and administration of Davis Arts Center, including the development and execution of annual and long-term plans in support of the organization's mission, vision, and strategic goals.
- Demonstrate a commitment to inclusion, diversity, equity, and access throughout the organization with policies and practices.
- Collaborate with the Board of Directors to develop and ensure the implementation of a strategic plan, aligning goals with the organization's core mission and budget, including reviewing and allocating financial and human resources to achieve those goals to ensure financial sustainability.
- Identify, establish, and maintain cooperative and collaborative partnerships with school districts, state agencies, municipal governments, local and national funders, and regional and national organizations.
- Ensure a positive working environment for the entire organization, fostering strong staff morale and an atmosphere of teamwork and mutual support among all staff.
- Champion the development, implementation, and oversight of innovative programs, practices, and activities that are aligned with Davis Arts Center's mission, vision, and strategic plan including visual arts elementary school curriculum and programming at our studio space in Davis.

Community Engagement

- Manage communication and outreach strategy for the organization including as the primary spokesperson to the City of Davis, constituents, media, and general public.
- Serve as a primary fundraiser for the organization, setting strategy, identifying and stewarding philanthropic relationships, and working with donors across all divisions of the organization.



Governance and Operations

- Establish strong communication channels with the board, present timely and accurate reports to support their policy and decision-making, and attend meetings and sub-committee meetings as necessary.
- Collaborate with the Chief Financial Officer and Board Treasurer in the oversight of the organization's financial health, establish short- and long-range financial goals, develop and monitor the annual budget, and ensure adherence to strong financial controls.
- Collaborate with legal counsel to ensure legal and regulatory compliance.

Qualifications

- Bachelor's degree preferred.
- 3 or more years on the administrative side of an arts organization or a non-profit organization, or equivalent experience, visual arts background is a plus.
- Strong leadership track record.
- Highly organized with strong project management skills.
- Excellent communication skills, with the ability to work with a wide variety of stakeholders.
- Ability to manage and coordinate multiple projects and deadlines simultaneously, with careful attention to detail.
- Passion for arts education.
- Proficient in Google Suite.
- Successfully pass a background check.
- Preferred: Experience with data management systems and familiarity with elementary education.
- This position involves work in an office setting and use of common office equipment, including a computer. The work involves the perception of written materials in hard copy format and via a computer screen, as well as regular communication with others in person, over the telephone, and electronically. The position entails regular keyboarding and manual dexterity to access, enter, and retrieve data using a computer keyboard. This position requires you to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. You may be required on occasion to lift, carry, push, and pull materials and objects up to 15 pounds.
- Some travel by car or plane may be required for this position.
- Occasional evening and weekend work may be required.
- Ability to commute to Davis, California. This is a fully on-site position in Davis, California

Pay and Benefits

- Salary Range is \$90,000 - \$110,000, depending on experience
- Paid vacation
- Roth IRA through CalSavers
- Generous holiday policy

How to Apply

Please send a tailored cover letter and resume to cos@davisartscenter.org Resumes will be considered until the position is filled.