

POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

CLOSING DATE: AUGUST 15, 2017

Earlier Submissions Encouraged



LOCATION: East Palo Alto, California

CURRENTLY REPORTS TO: Executive Director, John & Marcia Goldman Foundation
(Pending the transition of EPACENTER ARTS to an independent nonprofit)

STATUS: Full-Time, Exempt

EPACENTER ARTS inspires young people to strengthen their creative voices, explore their identity, and connect to people and place. Programs span visual, digital, and performing arts, providing youth opportunities to discover and develop their creativity. Core to the organization is a commitment to ensure that the voices of the community are at the forefront of shaping EPACENTER ARTS. A search is underway to hire the first permanent Executive Director to lead this dynamic organization during its critical early ramp up stage and steer its successful transition into a newly-built, state-of-the-art facility in 2019 and beyond. EPACENTER ARTS is a new and evolving organization with many opportunities to inform and shape direction.

About EPACENTER ARTS

EPACENTER ARTS' mission is to increase opportunities for youth in East Palo Alto, a multi-cultural, working-class community in the heart of Silicon Valley, to amplify their talents, realize their potential, and impact their world through the arts. After five years of planning, including a youth-led community engagement process, the organization was launched in 2014 and currently operates as an LLC under the auspices of its seed funder and partner, the John & Marcia Goldman Foundation (the Foundation). A newly constructed 21,000 sq. ft. building - including studio and classroom space, a 200-seat theater, outdoor amphitheater, gallery and café - will open in 2019. During this start-up phase, an annual operating budget of \$1.1 million supports a full-time professional staff of four, augmented by four art instructors and interns, and programs including music lessons, visual art instruction and other programming offered free of charge. Basic operational systems have been put in place, branding has been completed, and a fundraising plan developed. A community Advisory and Engagement Council provides guidance and direction.

Position Summary

The Executive Director is responsible for overseeing the day-to-day management of current operations as well as leading the visioning, planning and implementation needed to fully launch, sustain and transition the organization into an independent 501c3 organization. Current responsibilities include overseeing proof of concept programs, refining operational systems, and developing and managing budgets. During this critical start-up phase, the Executive Director is working in close partnership with the Foundation - working hand-in-hand with Foundation staff, reporting to the Foundation's Executive Director, and, ultimately, being accountable to the Foundation's Board of Directors. The Foundation currently funds all operations; however, one of the Executive Director's chief responsibilities will be his or her full engagement (with one of the founders) in a \$50 million comprehensive fundraising campaign to support both capital and operations. The Executive Director will also spearhead the transition from an LLC to an independent nonprofit, which is predicated on a successful diversification of funding.

Job Description

The Executive Director is the external face of, and voice for, the project, and directs all internal operations. This person ensures strong vision and mission alignment within program and organizational development. Their leadership is both external, in terms of representing the organization, and internal, in terms of supporting and developing staff. Because EPACENTER ARTS is in its start-up phase, this job requires both immediate and short-term planning and management, while simultaneously designing and then operationalizing a realistic plan for the future. The Executive Director will apply their skills and leadership to shape an exciting new organization at a critical point in its development. More specifically this means:

Managing day-to-day operations

- Ensure programmatic excellence and innovation for all proof of concept activities
- Work with staff to develop and ensure systems to track progress and evaluate program components
- Be the primary liaison with project consultants and contractors, advisors, and represent the project to City leaders and other stakeholders
- Report to the Board at thrice-yearly board meetings; meet with Foundation's Executive Committee as needed
- Ensure strong vision and mission alignment within program and organizational development

Maintaining and building support among stakeholders, and serving as the primary liaison

- Manage and organize the Advisory and Engagement Council
- Build new partnerships for program and operational delivery and strengthen existing relationships
- Be an external presence and advocate in the community, and in the regional arts and youth development fields
- Create and strengthen brand and presence
- Use external presence and relationships to garner new opportunities

Designing and operationalizing growth for the future and transitioning to an independent 501c3

- Develop plan to scale organization and implement plan
- Work with the Foundation to transition current systems
- Design and implement a fundraising and revenue-generation model
- Build the board of the independent nonprofit

Fundraising

- Develop multi-year fundraising plans, including annual, capital and endowment investments
- Work closely with the Foundation board and staff, and development consultants, to raise funds for a comprehensive campaign
- Maintain an active portfolio of prospects providing monthly reports on outreach to potential donors
- Ensure a robust stewardship plan is in place to keep donors informed about EPACENTER ARTS and provide ongoing gratitude for their gifts

Job Qualifications

Any successful candidate must have a passion for supporting youth and working in traditionally marginalized or under-served communities. Given that this is a dynamic project in its early stage development, and poised for major growth and change, successful candidates must be: entrepreneurial; self-directed and action-oriented; possess a strong, positive leadership style; be comfortable building relationships across a variety of stakeholders; be adaptable and flexible in the context of a project and organization still in formation; be a persuasive and articulate spokesperson; and be equally at ease at a board meeting as at a community street fair. This person should also have an unwavering commitment to quality programs for youth. More specifically this means:

Proven Leadership and Experience

- Track record of effectively leading and /or scaling an organization and staff and having developed and operationalized strategies that have taken a big idea to fruition
- At least 5 years of senior management experience in community based youth development and/or arts education
- Demonstrated capacity to work effectively in diverse communities on complex projects
- Ability to think and act strategically within a dynamic setting
- Experience interacting with a Board of Directors and raising significant resources from a variety of sources including foundations, corporate contributions programs, government agencies, individual donors and earned income
- Advanced degree or equivalent experience in relevant field – experience in excess of the minimum requirement may be substituted for an advanced degree

Skills and Competencies

- Strong organizational skills including a demonstrated ability to manage staff, develop teams, set and achieve strategic objectives, oversee a budget, produce financial reports and coordinate with auditors to ensure compliance with all local, state and federal laws
- Up-to-date knowledge of best practices in community engagement, non-profit organizational practices and policies, arts programming and/or youth development
- A track record of securing resources from foundations, corporate contribution programs, government agencies, fundraising events and individual donors
- Demonstrated ability to work effectively in multi-cultural and historically marginalized communities of color
- Strong marketing, public relations, and fundraising skills with the ability to engage a wide range of stakeholders and cultures
- Experience with, and commitment to, data-driven program development and evaluation
- Strong written and verbal communication abilities; a persuasive and passionate communicator with excellent interpersonal skills

Desired Qualifications

- Demonstrated experience and commitment to community and regional arts
- Existing connections to East Palo Alto and surrounding communities
- Bi-lingual in Spanish and English
- Familiarity with capital campaigns, facilities planning and management

Application Instructions & Deadline

To apply, send a cover letter, resume and list of three references on or before **5:00 p.m. on Tuesday, August 15, 2017** to EPACENTERARTS@walkeraac.com.

Email applications are required – use the Subject Line: Executive Director, EPACENTER ARTS. Documents must be Microsoft Word or PDF files only (PDF files are preferred). Resume review begins immediately.

The EPACENTER ARTS does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. The East Palo Alto Youth Arts & Music Center LLC is doing business as (dba) EPACENTER ARTS.