



*Creating a better California
by advancing the arts, culture and creativity*
<https://californiansforthearts.org/>



Advancing California
through the arts, culture and creativity
<https://californiaartsadvocates.org/>

Job Title: Executive Director **Reports to:** President & Board of Directors
Status: Part time, contractual **Compensation:** \$34,000 – \$36,000; Based on experience
Position location: Northern California, Sacramento region

DESCRIPTION:

We are the primary statewide organization(s) seeking an experienced Executive Director to spearhead our organization through our next stage of growth. The ideal candidate will be well versed and responsible for overseeing all aspects of our organization, ensuring that we operate efficiently and effectively to meet our organizations goals. In this role, you will be the face of the organization, working closely with the Board of Directors, donors, government officials and the public. We place a high priority on strong organizational operations that supports sustainability, communication and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.

ORGANIZATION INFORMATION:

Californians for the Arts (CFTA) was established in 2007 by California Arts Advocates (CAA), a 501(c)4 advocacy organization, as a partner organization with 501(c)3 status in order to educate the public about the value of the arts.

Asserting that the arts are essential to a prosperous and just society, CFTA extends its impact across the state by acting as a network of networks. Our board members are leaders of broad-based arts organizations such as Arts for LA and Theatre Bay Area, San Diego Regional Arts and Culture Coalition and State-Local Partner organizations such as the Alameda County Arts Commission, Arts Orange County and the Shasta County Arts Council. The Board of Directors is seeking an Executive Director to lead our dedicated board and represent state wide the unique and creative arts and culture industry in California.

GENERAL DESCRIPTION OF DUTIES:

The Executive Director (ED) is a half- time (50%) independent contractor and not an employee of Californians for the Arts (CFTA) and partner organization California Arts

Advocates (CAA), and will report to the Board President and the Executive Committee. The ED is accountable to the full board of CFTA and CAA.

The ED will develop and administer the overall operations of CFTA and CAA in fulfillment of the organizations' missions. Responsibilities include:

- Oversee and coordinate with the Board President the various activities of the Board of Directors and their Committees.
- Provide central administration for all projects, activities and day-to-day operations of the CFTA and CAA organizations. Maintain all meeting minutes and distribute agendas, minutes and reports 72 hours prior to each meeting or as needed.
- In consultation with the Treasurer and Finance Committee, will adhere to accounting procedures and financial policies in compliance with accepted standards and accountability measures, as approved by the Board, preparing the annual budgets for Board approval.
- Oversee all aspects of maintaining and growing CFTA and CAA'S Organizational and Individual Membership programs including solicitation, invoicing, follow up, thank yous, and ongoing outreach.
- In partnership with the CAA Board, will work with the contracted lobbyist from Shaw Yoder Antwih in coordinating lobbying activities in relation to CFTA/CAA's missions and the California legislative session(s).
- Maintain, build and coordinate on-going efforts to build and grow a strong membership, financially sound infrastructure and database in support of CFTA and CAA, working closely with the Board Membership Chair and Committee.
- In partnership with the Board Advocacy Committee, will coordinate advocacy initiatives and communications with constituents and, when appropriate, in collaboration with the state arts agency executive director and staff, state department of education representatives and other partners, building and maintaining an arts advocacy network and database of interested citizens and organizations.
- Develop and manage annual Board Meeting Calendar including Board meetings, Executive Committee meetings, and incorporating dates for California Arts Council meetings, and special events such as Americans for the Arts Action Fund's National Arts Advocacy Days.

- Work to grow and strengthen partnerships with other regional and statewide organizations whose work advances the cause of the arts and whose partnerships enhance CFTA and CAA's capacity to further its missions.
- Will be the public spokesperson for CFTA/CAA along with the Board President or board designate(s).
- Will accept invitations to speak, present, offer advocacy trainings, and consult with arts organizations across California where the content of such consultation and presentation is supportive of and helps further the mission of the organization.
- In partnership with the Board Communications Committee, will develop, manage and provide content for CFTA/CAA's communication platforms including web site, social media accounts, and electronic newsletters.
- In partnership with the Board Communications Committee, will manage, maintain and build CFTA/CAA's E-mail Arts Advocacy Network providing electronic newsletters, Voter Voice "alerts," "Calls to Action" and "Updates", as necessary, working closely with statewide partners, as needed.
- Maintain a leadership role for California at the national level and is encouraged to hold positions at the national and state levels of importance and relevance to the work of CFTA/CAA.

QUALIFICATIONS OF THE EXECUTIVE DIRECTOR:

- Will have vision and proven leadership abilities; a knowledge and appreciation of multiple arts and culture disciplines and arts education; excellent organizational and communicative skills; be honest and enthusiastic, assertive and independent with a fine degree of diplomacy; use flexibility whether completing a task or interpersonal relationships with professional and/or volunteer personnel, and commitment to the mission of the CFTA and CAA.
- Understand the characteristics and differences of communities statewide, including rural, isolated, underserved, urban, and suburban; the effects of geographic, cultural, and economic barriers; and their effects on the role of the arts, arts education, economy, tourism and community cultural development.
- Have a working knowledge of local, state, and federal government affairs and the legislative process.

- Utilize diplomatic skills and be sensitive to political policies, practices and protocols.
- Possess excellent oral and written communications skills, a collaborative style of leadership, demonstrated knowledge of administrative and fiscal management, good business protocol, professionalism, able to balance several projects at once, make use of flexible working conditions, juggling content and scheduling.

The ideal candidate will possess:

- A minimum of three (3) years effective leadership experience in an arts organization;
- Expert knowledge of, and ability to communicate about, arts and culture in our state;
- Fluency in operational finance and general knowledge of QuickBooks;
- Knowledge of operating and maintaining multiple communication platforms – constant contact; gsuite, gmail, social and traditional media;
- Detail driven;
- Fund raising savvy;
- A Bachelors in the Arts, Public Relations or related field;
- Excellent public speaking skills;
- Legislative Advocacy skills;
- Sophisticated and engaging interpersonal skills;
- Passion for the Arts, Arts Education and Artists.

How to apply:

Email a CV (two page maximum), a reference list of applicable clients, along with a cover letter (one page maximum) describing your fit with this position to Search Committee, Californians for the Arts/California Arts Advocates (CFTA/CAA).

Applicants recognize this contract work is 80% virtual, 20% face to face with the majority of the in person meetings in the Northern California – Sacramento Region, and may require light travel within the state – the cover letter should address your availability for all.

Place in the email subject line your last name, applicant CFTA/CAA Search.

Email: search@californiansforthearts.org

No phone calls or emails to board members please.

Application deadline July 31, 2018.