



EXECUTIVE DIRECTOR

ABOUT ARTSCOPE

Founded in 2002, [Artscope](#) is a non-profit arts organization that fosters emotional well-being, expansive and intentional inclusivity, and environmental harmony through imaginative art, dialogue, and visionary play. Artscope provides high-quality arts learning experiences to children of all abilities and backgrounds from our historic and cozy cottage in Tower Grove Park. Our professional teaching artists work in and around the St. Louis area nurturing the next generation of creators and innovators!

POSITION

Artscope is actively searching for a passionate and dedicated person who can channel their commitment to growing our program while balancing multiple projects efficiently and effectively. We are looking for a “big picture” thinker with the skills to bring their innovative ideas to life. We need a high energy, self-directed, and personally invested person that can envision how to breathe life into our core values; shaping the future of Artscope.

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Artscope staff, programs, expansion, and execution of its mission. The ED provides leadership for Artscope in such a way that ensures measured, appropriate, and sustainable growth. In partnership with the Program Director, the Executive Director will seek new program opportunities and seek to grow existing programs to capacity, all while ensuring that our grant funding continues to expand and our programs align with our core values.

This position consists of four arms: 1) administration and finance, 2) strategic planning and board engagement, 3) revenue generation and fundraising, and 4) community outreach and marketing. The Executive Director oversees and/or executes all of the day-to-day operational duties such as light bookkeeping, correspondence, volunteer recruitment, and coordination of fundraising and community events.

With future program expansion and revenue growth, this position has the opportunity to grow to full-time.

RESPONSIBILITIES

Administrative/Finance Duties

- Oversees preparation and monitoring of the annual budget; ensuring a positive financial outlook over the course of the year.
- Provides information to the Board of Directors in its budgetary review and approval process.
- Ensures that organization has the appropriate systems, physical space, and technology to operate efficiently, effectively, and legally.
- Attends all scheduled board meetings to act as a direct voice for the organization.
- Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- Manages financial accounts and administers payments to staff and billers on a weekly basis.
- Manages and develops organizational infrastructure ongoing to maintain safety and compliance.
- Supervision of Program Director, interns and volunteers, and/or any miscellaneous contracted workers.

Strategic Planning and Board Engagement

- Develops and leads the strategy of the organization as it relates to the organization's mission.
- Takes a leadership role in driving a collaborative process with the Board of Directors, staff, and stakeholders resulting in the development of goals, objectives, and operational plans going forward.
- Works as needed with all standing and ad hoc committees of the Board.
- Develops performance measurements to guide strategic and operational decision-making as needed.

Revenue Generation & Fundraising

- Manages all fund development activities including grant writing, cultivation and stewardship of donors, event planning, and identifying new funding sources.
- Actively seeks, maintains, and grows relationships with a diverse donor base of individual, business, foundation, and government segments.
- Leads organization's financial growth to maintain healthy cash flow, provide full services to our constituents, and maintain adequate reserves to support board-approved investments and risk-taking.
- Plans, oversees, and executes two major fundraising events each year.
- Reports monthly to the board treasurer and manages QuickBooks.

Community Outreach and Marketing

- Promotes Artscope's public visibility through participation and membership in community forums, civic organizations, and community events.

- Advocates to ensure that the value of arts education programming is a forefront issue in the public.
- Manages social media and traditional marketing to ensure highly visible organizational voice and messaging.
- Ensures a clear and consistent brand implementation. Responsible for consistent use of logo/design elements in all organizational correspondence.
- Represents Artscope in all media relations, is a knowledgeable and professional face for the organization.
- Update and maintain website as needed.
- Develops meaningful and relevant partnerships with local organizations in the community to expand programs and/or visibility.
- Maintains ongoing relationship with Tower Grove Park management regarding the physical operating space and maintenance.
- Recruits at least two interns each semester and actively seeks, maintains, and oversees volunteer base.
- Maintains a working knowledge of significant developments and trends in related fields.
- Is able to manage and staff community events/festivals, plan activities accordingly, and interact with children and families.

MINIMUM REQUIREMENTS

- A minimum of bachelor's degree or equivalent.
- Five years nonprofit work experience in comparable fields (arts, education, social work, nonprofit management, community organizing)
- At least three years of demonstrated success in staff leadership, fundraising, partnership development, and financial management.
- Demonstrated success in grant writing and fundraising.
- Strong public relations abilities: able to successfully engage people and build lasting relationships.
- Demonstrated experience with children, knowledge of age-appropriate social emotional learning principles.
- Strong and effective oral and written communication skills.
- Must be Google Docs/Sheets/Drive proficient.
- Ability to adapt to new online platforms with minimal training (platforms used include Wix, MailChimp, GiveSmart and Quickbooks Online).
- Able to pass a background check.

PREFERRED QUALIFICATIONS

- Knowledge of the Saint Louis arts community, climate, and education systems.
- Professional connections with leaders and organizations in the community.
- Demonstrated success of effectively leading change and organizational growth.
- Experience with Wix, MailChimp, GiveSmart and Quickbooks Online a plus.

COMPENSATION/BENEFITS

- Salary: \$400 per week
- Part time with an expectation of a typical work week of 20-hours. This may vary throughout the cycle of the year but should be a consistent average.
- Benefits: 2 weeks vacation annually, 8 paid holiday days per year.
- Other benefits are a possible future consideration currently being investigated by the Board of Directors.

TERMS

This position is hiring for “Acting Executive Director” under a six month provisional basis. After six months there will be an evaluation of the position and candidate performance.

The Acting Executive Director must show creative thinking toward a programmatic approach, community outreach and partnerships, willingness to work collaboratively with the board of directors, direct and manage a functioning staff and volunteer group, and above all, successful fundraising to maintain sustainable cash flow.

TO APPLY

Studies have shown that women and BIPOC candidates are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. Artscope will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Interested individuals should email their cover letter, resume, and three references to **EDsearch@artscopestl.org** with your full name in the subject line no later than **April 19, 2021**.

Artscope is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender presentation, age, disability, veteran status or national origin.