

BOARD OF DIRECTORS

June 26, 2019

Dear Atashi,

Per your request here is the Executive Director Job Description. Please let me know if you have any other requirements.

Thank you,
Naomi Tamura
President, Youth in Arts

EXECUTIVE DIRECTOR
Youth in Arts
San Rafael, California
Full Time Exempt
Salary commensurate with experience
Email cover letter & resume to jobs@youthinarts.org with the subject line: "Executive Director"

Youth in Arts is the leader in arts equity and education in Marin County, recognized by the Marin County Office of Education and Marin Cultural Association as a valuable partner in establishing arts equity and inclusion policies throughout Marin. We are also known for providing quality arts education programming via in school and after school programs.

Youth in Arts seeks an energetic and dynamic Executive Director to lead the organization in the ever changing arts education landscape of Marin and the Bay Area. Reporting to the Board of Directors, the executive director has overall operational, fundraising, programming, and marketing responsibility while ensuring we adhere to our mission and strategic plan.

The ED must be able to foster, encourage and sustain a creative, collaborative environment enabling personal growth for all staff members. This individual must be a strategic thinker and community activist able to communicate well with a wide variety of people including staff, teaching artists, board, community leaders, foundations, individual donors, and kids.

The ED's primary focus will be on development and marketing, especially cultivation and maintenance of corporate and foundation partnerships and secondarily on outreach and advocacy, with an emphasis on policy and public speaking. They will lead organizational strategic planning, fundraising, and program development ensuring day-to-day and long-term success. They must be an arts advocate committed to equity and implementing equitable practices in education and throughout the community.

Over the next 12 months, the ED will lead the development of a new 3-year strategic plan focusing on our outreach, advocacy and financial stability.

MAJOR DUTIES & RESPONSIBILITIES:

- Ensure ongoing programmatic excellence to maximize program income.
- Supervise and manage development efforts including providing grants research and management, development and execution of individual giving and corporate sponsorship campaigns and the implementation of special fundraising events and campaigns.

(Youth in Arts, Executive Director job description continued...)

917 C Street
San Rafael, CA 94901

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youthinarts.org
yia@youthinarts.org

Miko Lee
Executive Director

BOARD OF DIRECTORS

Naomi Tamura
President

Tim Distler
Treasurer

Angela Rafner
Secretary

Melissa Briggs
Devin Dixon
Kathryn Hasson
Janine Simerly
Maura Tokarski
Sheila Tuffanelli

- Run the organization in a fiscally responsible manner, setting realistic and achievable annual financial goals. Ensure the necessary financial management systems are in place and running smoothly. Maintain adequate insurance for all aspects of the Organization.
- Ensure a collaborative, creative and efficient work environment in accordance with all California hiring and firing practices of at-will and contract employment by using clearly stated job expectations, regular evaluations, delegation of tasks, and appropriate communication channels;
- Support and maintain a strong Board of Directors;
- Represent Youth in Arts professionally in the community creating strategies to market the programs to targeted audiences; and be an advocate for Youth in Arts and the equity and inclusion policies central to its mission and values.

QUALIFICATIONS

- College degree with 8+ years of progressively responsible senior management experience. Nonprofit leadership experience and/or experience in an arts organization is preferred, though not required.
- Demonstrated success in leading and scaling an organization, company, or program, including financial management, grant writing and management
- A proven track record of success working with nonprofit boards, staff, communities, and major donors to achieve goals.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performing teams, set and achieve strategic objectives, and manage a budget
- Ability to cultivate strong working relationships with diverse partners and stakeholders, including board members, donors, corporations, teachers, parents and funders
- Demonstrated expertise around development, marketing, public relations; successful use of social media platforms to promote Youth in Arts.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary skills.
- Proficiency in MS Word and MS Excel with a basic knowledge of DB management a must; proven competency with learning and integrating technology in the work place. QuickBooks and File Maker knowledge a plus.

ABOUT YOUTH IN ARTS

Founded in 1970, Youth in Arts, a 501(c)3, is a recognized arts education and advocacy leader in Marin County and the Bay Area. We build visual and performing arts skills through innovative and in-depth programs that foster confidence, compassion and resilience in students of all abilities. We develop capacity among educators and teaching artists and advocate for equitable access to arts education. Our vision is that youth of every background and ability have the creative skills, compassion, confidence and resilience to share their voices and achieve their goals.

Youth in Arts is an affiliate of VSA arts (formerly Very Special Arts) and remain the only consistent provider of arts for special education students in Marin. Our art gallery in downtown San Rafael's Cultural Arts District celebrates youth artists. We are an Arts Equity Champion and a proud member of the Teaching Artists Guild and the Downtown San Rafael Arts District.

For more information please visit our website at www.youthinarts.org