

# Executive Director Job Description – Feb 2021

DrawBridge, a nonprofit arts program for kids who are underserved or experiencing homelessness, seeks a visionary, mission-driven business leader to serve as its Executive Director (ED). Reporting to the Board of Directors, the ED will have overall management responsibility for leading and growing an impactful organization.

## POSITION OVERVIEW:

This 3/4-time contract position is responsible for overseeing administration, programs and strategic planning for the organization. It requires a dynamic, visionary professional with a passion for hands-on operations that includes two direct reports, and fostering growth of DrawBridge art programs. The ED will work remotely, with in-person board meetings held monthly in San Rafael when quarantine restrictions are lifted.

## POSITION RESPONSIBILITIES:

### Management

- Oversee and actively manage programs, fundraising and operations, ensuring financial sustainability while making consistent progress in achieving the organization's mission and programmatic goals.
- Lead with cultural competence, awareness, and sensitivity in order to foster a culture of collaboration and recognition of positive contributions.
- Attend all Board meetings and report on staff, current work, project timelines and organizational progress.

### Strategic Vision

- Provide visionary executive leadership in developing program and financial plans that support and guide the organization's mission.
- Contribute to the strategic plan and drive its implementation by helping to establish objectives, goals and operational plans in collaboration with the Board of Directors, staff and other leaders.
- Apply innovative thinking and performance measurements to support strategic decision-making.

### Community Representation

- Engage in proactive community outreach and effectively promote a positive image of the organization to civic organizations, businesses, media and influential individuals in the Bay Area.
- Lead recruitment and activation of an advisory council with deep ties in the communities we serve to facilitate engagement and fundraising goals.

#### Fundraising and Financial

- Drive donor development and execute fundraising activities in collaboration with the Development Manager, leveraging the Board as needed.
- Actively engage in fiscal management through hands-on budgetary development and oversight; routinely report performance and financial activities to the Board.

#### MINIMUM QUALIFICATIONS:

The ideal candidate for this role embraces servant-leadership as well as a thoughtful approach to strategic planning, organizational leadership and day-to-day management. Qualified candidate should bring:

- A strong passion for DrawBridge's mission to inspire creativity and self-confidence in the children we serve through expressive art programs.
- At least seven years of prior executive experience as a successful nonprofit leader, ideally based in an arts or cultural mission.
- A proven track record of designing and directing strategies that enhance and support organizational capacity, fundraising growth and program impact.
- Proven abilities in fiscal management and working with the Board to secure budget approvals.
- Outstanding communication skills and ability to successfully interact with media, staff and the community.

#### COMPENSATION:

This opportunity offers the chance to make significant impact while leading and growing a Bay Area nonprofit. Compensation will be based on experience. Please include salary requirements with your application.

#### HOW TO APPLY:

Email a cover letter, salary requirements and resume in a single WORD or TEXT document to [info@drawbridge.org](mailto:info@drawbridge.org) using the subject title: "EXECUTIVE DIRECTOR SEARCH."

While we appreciate every submission, only candidates under consideration will be contacted.

DrawBridge is an Equal Opportunity Employer that encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.