

Position: Executive Director**Reports to:** Board of Directors**Status:** Full-time, exempt; remote position with the ability to travel to San Rafael, meetings, and program sites across the Bay Area as needed**Salary Range:** \$80,000 - \$100,000**Hours:** 40 hours per week; some evenings and weekends as required**To Apply:** cover letter, resume, and letters of recommendation to careers@drawbridge.org.

For more than 35 years, DrawBridge has provided free expressive arts programs in shelters, affordable housing sites, and community centers across seven San Francisco Bay Area counties. Always free for the families we serve, DrawBridge provides children a safe and supportive environment to connect with their community and explore playful creativity that is critical to healthy development.

The Executive Director is responsible for overseeing administration, programs, and strategic planning for the organization. The position requires a dynamic, visionary professional with a passion for hands-on operations and the ability to foster the growth of DrawBridge art programs. The Director works with the Board of Directors in the creation, implementation, and evaluation of a strategic plan and community engagement strategy to guide DrawBridge toward the fulfillment of its mission and goals.

Essential Job Requirements

- Fulfills all leadership obligations as Executive Director and develops priorities as defined by and in partnership with the Board; serves as the organization's primary point of contact
- Responsible for the administration, policymaking, budget oversight, staffing, and strategic initiatives of the organization
- Develops, implements, and promotes the philosophy of DrawBridge programs that further mission, values, and brand throughout the region
- Leads and strengthens fundraising endeavors utilizing local, regional, and national resources.
- Oversees and actively supervises programs, fundraising, and operational costs ensuring financial sustainability while making consistent progress in achieving the organization's mission and expansion of services across Northern California
- Engages in proactive community outreach and promotes a positive image of the organization to civic organizations, businesses, and media
- Leads donor development, corporate sponsorships, grant writing, and fundraising activities
- Provides executive leadership and direction for staff, supporters, and other stakeholders
- Oversees and provides annual evaluations of direct reports including Program Manager; regularly reviews quality of work by consultants and independent contractors

- Supervises Program Manager's efforts to recruit and onboard facilitators and volunteers, oversees contract/payment negotiations for new sites and develops and implements training programs for facilitators and volunteers
- Works with the Communications Consultant to develop and manage an effective communications strategy including print, media, PR, social media, and web
- Reviews content and look/feel of current marketing materials and recommends updates as needed
- Works with the Bookkeeper/Accountant in the management of DrawBridge's financial documents, donor database, and payroll processes
- Actively engages in fiscal management through hands-on budgetary development and oversight; routinely reports performance and financial activities to the Board
- Identifies, secures, and increases funding sources that include but are not limited to grants, foundations, corporations, and individuals
- Actively recruits for and supports the development of an expanded Board of Directors

Knowledge, Skills, and Abilities

- Embraces collaborative leadership style as well as a thoughtful approach to strategic planning, organizational leadership, and day-to-day management
- Possesses a strong passion for DrawBridge's mission to inspire creativity and self-confidence in the children we serve
- Demonstrates outstanding communication skills and ability to successfully interact with media, staff, and the community
- Ability to establish and maintain positive relationships with a broad community of diverse individuals and groups
- Willingness to participate actively in the organization's schedule of activities and events including weekdays, evenings, and weekends as needed. Comfortable participating in expressive art programs
- Demonstrated track record of designing and directing strategies that enhance and support organizational capacity, fundraising growth, and program impact
- Possesses extensive fundraising experience including writing and managing grants, seeking and securing major gifts, implementing annual giving campaigns, and the production of fundraising events
- Experience in fiscal management and collaboration with the Board to secure budget approvals

Qualifications

- Master's Degree or equivalent combination of education, training, and experience in the fields of arts, arts administration, child development, education, psychology, social sciences, or nonprofit management
- Five to ten years as a successful nonprofit management leader, ideally based in an arts or organization with a cultural mission

- Experience using current technologies, social media, web design, and marketing strategies. Current platforms include WordPress, Mailchimp, Facebook, Instagram, and LinkedIn. Familiarity with donor and payroll software is a plus.
- Candidates bilingual in Spanish, Mandarin, or Arabic a plus

Prior to employment, candidates must complete a criminal background check and provide proof of a current tuberculosis test and COVID-19 vaccination.

To Apply

For immediate consideration, send a cover letter, resume, and two professional letters of recommendation to careers@drawbridge.org.

DrawBridge is an Equal Opportunity Employer and considers applicants for employment without regard to race, color, national origin, ancestry, religion, age, sex, sexual orientation, gender, or any other characteristic or status protected by federal, state, or local laws, ordinance, or regulations.

DrawBridge Equity Statement

DrawBridge's expressive arts programming is built on a firm foundation of cultural awareness and sensitivity that reflects and celebrates the creative power of the children and diverse communities we serve. Recognizing that homelessness and housing insecurity disproportionately impact communities of color, DrawBridge provides a welcoming and nurturing space for all and seeks to employ artists, staff, and volunteers with deep connections to these communities. To learn more, visit drawbridge.org/about-us/equity