

**JOB TITLE: Executive Director, Youth In Arts**

**REPORTS TO: Board of Directors**

**Salaried Exempt Full-time 40 hours per week**

**Benefits: Medical Benefits, Vacation & Sick Time, CalSavers Retirement, Flexible Work Environment**

### **About Youth in Arts**

Youth in Arts (YIA), located in San Rafael, provides over 5,000 students, 70% of whom identify as low income, with in-school arts lessons in the visual arts, dance and music. Through multi-year school partnerships, our programs serve over 30 schools, employ over 25 Teaching Artists, and advance the long-term provision of equitable arts education across the Bay Area, while generating \$1.2mm in earned and contributed revenue. YIA is the main provider of arts education for students with disabilities in Marin County and a leader in teen arts mentorship.

### **Position and Responsibilities**

The Executive Director (ED) is the leadership position at YIA. They will be a strong and inspirational leader to diverse stakeholders, helping to set clear direction for the organization. The ED will implement the organization's strategic goals, support and sustain fundraising initiatives, oversee programmatic decisions and development, and lead staff in day-to-day operations. They will be a positive role model for the organization, valuing diversity, equity and inclusion, and belonging (DEIB) and bolstering an effective organizational culture.

Reporting to the Board of Directors, the ED serves as a creative force and advocate for the organization within the local arts community. The ED will build solid relationships with staff, board, donors, artists, and community leaders. Our ideal candidate has a background in arts education and deep experience with program administration, including budgeting, partnership building, fundraising, and board development. Responsibilities include:

### **Leadership and Strategic Vision**

- Advance YIA's strategic plan, ensuring the goals and outcomes are consistent with our mission, vision, and values
- Create and maintain strong ties with community decision-makers and stakeholders, funders, business leaders, and other arts leaders
- Foster an environment that embraces diversity, equity, inclusion and belonging through respect, collaboration, and intentionality
- Advocate for art students, their families, and arts education by serving as a visible leader and key spokesperson locally and state-wide
- Build upon YIA's visibility to ensure the organization is properly resourced to achieve its goals

### **Fundraising**

- Serve as the organization's primary development liaison, increasing revenue diversification and inspiring individual and foundational donors, corporate sponsorships, and government grants
- Work in close collaboration with the Director of External Affairs to determine fundraising vision and cohesive organizational messaging
- Identify and establish relationships with key donors to nurture existing relationships and develop new sources of funding

- Enhance and guide a marketing and communication strategy that maximizes visibility, programs, partner contracts, and other earned revenue opportunities

### **Programming and Community Engagement**

- Oversee all daily operations of YIA, including programs and personnel, to ensure the organization operates effectively
- Champion and grow local and regional partnerships and initiatives
- Stay abreast of current research in arts education
- Connect with teachers, principals, and superintendents to understand state and national education standards, policies and funding
- Enhance YIA's impact in the community by actively engaging with a wide variety of stakeholders through public speaking, attendance at community events, and participating in community initiatives

### **Financial Management and Board Relations**

- Develop and oversee the organizational budget, managing expenses and income to ensure financial stability
- Work with an accounting and finance partner to review monthly financials
- Monitor and report financial performance to the board in collaboration with the Internal Affairs committee
- Communicate financial position and forecasts to staff and funders
- Partner with the Governance Committee to expand, diversify, and manage the board, serving as a liaison between board and staff

### **Traits and Qualifications**

The ED will be a dynamic, creative, and dedicated leader who values teamwork and is passionate about uplifting all communities. They will be people-oriented and comfortable engaging a wide range of stakeholders and networking across groups, including donors, government, education, and grass-roots community members. Our ideal ED will have:

- Proven success in arts administration, education, nonprofit, business, or related fields
- Minimum of five - eight years relevant organizational or program management experience, in a leadership role, preferably in arts education and/or in a nonprofit organization
- Expertise in community engagement, fiscal oversight, foundations, operations, board and staff management, strategic planning, and program development
- Experience building effective partnerships with both a board and staff
- Track record of managing and motivating a strong unified team through visionary, collaborative, and forward-thinking leadership style
- Dedication to accessibility for individuals with diverse backgrounds and with disabilities
- Bilingual Spanish Speaker a plus
- Human Resource experience or knowledge, a plus
- Experience or background as a teaching artist, artist, and/or background in education a plus
- Knowledge of database or CRM platforms (experience in HubSpot, Paybee, FlipCause, and/or PandaDoc a plus)
- Google Suite proficiency a must

- Current, valid CA driver's license and ability to drive a car, if needed, a plus

This is a full-time, exempt position based in San Rafael, California, with some remote flexibility. Youth in Arts is an equal opportunity employer and encourages applications from all persons, especially those who bring the benefits of diversity to the organization. People of color, people who identify as LGBTQ, women, and persons with disabilities are encouraged to apply. The Annual Salary Range for the ED is \$100,000 - \$110,000 and is commensurate with experience.

**How To Apply**

Please email cover letter, resume, and three reference contacts (PDF format) to

[jobs@youthinarts.org](mailto:jobs@youthinarts.org)

Subject line: Executive Director

No calls, please.