



Job Posting
Executive Director, Frontline Arts

Position Type
Full Time Permanent

Application Deadline
April 1, 2019

Description

Frontline Arts (FA) is a 45-year-old non-profit arts organization with a mission to connect and build communities through socially engaging arts practices rooted in papermaking and printmaking. FA's flagship program is our nationally recognized veterans' papermaking program, Frontline Paper. Through a transformational process of Deconstruction, Reclamation, and Communication, our veteran artist instructors teach both veterans and non-veteran communities how to create handmade paper from military uniforms. The unique papers become a platform for further artmaking expression, connecting veterans to each other, while also connecting veterans to non-veterans and deepening the discourse around the veteran experience. Other programs include mobile print & papermaking projects with communities, adult education classes in non-toxic and less-toxic printmaking, papermaking, and book arts, a wide variety of printmaking studio services for artists and the public, and a third floor gallery, showcasing rotating solo and group shows focused on the fine arts of printmaking, papermaking, and book arts as well as socially engaging thematic exhibitions with national open calls. Our fully equipped print and papermaking studios are located in a former lumber yard building, in suburban Central New Jersey.

Scope of Job

The Executive Director is the chief operating officer of the organization and provides leadership, oversight, strategy, and direction to the organization. He/she manages the day-to-day operations and fiscal health of the organization, while also overseeing development and program management.

The Executive Director implements policies and plans approved by the Board of Directors, leads the organization's development efforts, manages financials and budgets in coordination with the Finance Director, oversees all in-house and mobile programming, facilitates the needs and operations of a three-story print and papermaking studio and gallery, manages a staff of 15 employees, and serves as ambassador for FA throughout the state of New Jersey.

Specific responsibilities include:

ADMINISTRATION & HUMAN RESOURCES

- Assures effective and appropriate administrative support for all FA operations
- Manages the day-to-day operations of a three-story print and papermaking studio and gallery in conjunction with our Studio Director
- Hires, manages, reviews, and supports a full-time and part-time staff of 15, with a core staff of 5 and a teaching artist staff of 10
- Complies with all local, state, and federal legal requirements for non-profit organizations and FA personnel policies
- Develops and manages contracts for programs and services
- Acts as direct contact for any official internal employee, board, intern, or volunteer complaint or official complaint from a patron
- ADA Coordinator for FA
- Acts as FA's Ambassador and Advocate

FINANCIAL MANAGEMENT

- Ensures the transparent and ethical financial operations of FA
- Oversees financial management and best practices of the organization
- Plans for adequate cash flow to cover operational needs
- Conducts multi-year financial analysis, reviewing trends, and engaging the Board in discussions about financial stability and sustainability, including the development of adequate operating reserves
- Manages accounts receivable and accounts payable
- Develops program, project, and annual budgets and projections in coordination with board and departmental staff leaders
- Reviews and reconciles budgets to actuals with board and staff
- Manages annual financial review with outside CPA

DEVELOPMENT

- Designs and implements fundraising strategies, campaigns, and events in conjunction with board
- Secures individual, major donor, corporate, foundation, and government support
- Researches and writes LOIs, grants, and reports in a timely manner to meet deadlines
- Develops and nurtures partnerships with arts and non-arts organizations
- Cultivates, solicits, and stewards relationships with members and donors
- Maintains fundraising software and database, Kindful
- Organizes and implements crowdfunding strategies
- Leads event management for annual fundraising events and one-time events
- Supervises implementation of development plans with staff and board involvement

STRATEGIC PLAN and ADA PLAN

- Implements, updates, and reports on Strategic Plan and ADA Plan
- Coordinates strategic planning and ADA planning processes every three years in conjunction with ADA Committee, board, staff, and constituents
- Reviews and assesses benchmarks with board and staff every six months

PROGRAM OVERSIGHT and MANAGEMENT

- Oversees all in-house and mobile print and papermaking programs in conjunction with program department heads
- Coordinates and curates gallery exhibitions
- Manages membership program
- Works to improve best practices, standard operating procedures, accessibility, and client satisfaction in all programs and services
- Surveys members and constituents, along with Studio Director, throughout the year to gain data and feedback on programs and services

PUBLIC RELATIONS, MARKETING, and COMMUNICATIONS

- Acts as the “face” of FA with all members, donors, partners, and constituents
- Impeccable public speaking ability, giving presentations on programming and participating in press, radio, and television interviews
- Acts and leads the organization as an Ambassador for FA, working with staff and board to deliver a clear and consistent message
- Advocates for arts education, lifelong learning, and arts funding in NJ and nationally
- Attends statewide meetings with funders, government officials (when applicable), partners, donors, and potential funders
- Directs development and execution of marketing plans
- Directs development and execution of communications plans in collaboration with Studio Director
- Maintains relations with partners, including off-site regular meetings as required (occasional nights and weekends)

BOARD OF DIRECTORS

- Holds an ex-officio position on the Board of Trustees
- Works collaboratively with Board Chair and full board to strategize, collaborate, and provide essential information on FA’s management, finances, development, and programs
- Member of all committees of the board
- Acts as liaison between the board and staff
- Organizes materials for board meetings
- Provides logistical support to implement planning strategies to reach FA goals and objectives
- Assists in board vetting and orientation process

QUALIFICATIONS

Required

- Strong support for artists, printmakers, papermakers, book artists, and the veteran community
- Advocate for arts education and the benefits of lifelong learning
- Strong public speaking skills
- Experienced in financial management and fiscal health of a nonprofit organization
- Experience in budgeting and projections
- Ability to analyze financial and data trends to share our compelling stories to donors and the public
- Skilled managing day-to-day needs of a nonprofit, while overseeing organization's operational and long-term needs
- Ability to work collaboratively with Board of Trustees, department staff, and part-time teaching artists
- Ability to work with both arts and non-arts partners and funders
- Demonstrates flexibility and the ability to prioritize and multitask to get the job done
- Proven fundraising track record
- Strong event management skills
- Positive attitude, comfortable in social situations
- Organized and efficient
- Strong communication skills, especially with part-time staff and Board of Trustees
- Mac and Google Drive proficient
- Willingness to work some nights and weekends
- Required travel across the state for meetings
- Minimum of a Bachelor's degree in an arts or business related field
- Minimum 5 years working in a non-profit organization

Preferred

- Experience with the software: Wild Apricot, Kindful
- Master's degree in Arts Administration or Nonprofit Administration
- Minimum 8 years working in a non-profit arts organization
- Proven ability to lead an organization of similar size and scope
- Experience working with artists
- Ability to cultivate and steward major donors

BENEFITS

This position does not offer health insurance or other fringe benefits. Work requires some evenings and occasional weekends; schedule can be flexible. FA offers each full-time employee one remote work day as well as Keyholder status to our art studios and a Paid Time Off package.

Salary commensurate with experience.

Application Instructions / Public Contact Information

Please send a cover letter with salary requirement (including where you heard about this position), resume, a one-page writing sample, and contact information for three references to: manda@frontlinearts.org by April 1, 2019

Frontline Arts provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.