



## Spokane Arts Executive Director

### Overview

SPOKANE ARTS seeks an Executive Director who will be a charismatic steward of regional arts leadership. The Executive Director (ED) reports to the chair of the Spokane Arts Governing Board of Directors and meets regularly with the Board and the Spokane Arts Commission. The Executive Director will have overall strategic and operational responsibility for the Spokane Arts' contract staff, volunteers, programs, partnerships, and execution of its mission. The ED will have a deep understanding of core programs, operations, fundraising and development for this nonprofit. The ED will act as the primary spokesperson for Spokane Arts and will represent the organization locally, regionally and nationally.

This is an exciting opportunity to take the creative sector in the Spokane region to the next level. Spokane Arts is critical to cultivating creative vitality in the Spokane region, providing paid opportunities to artists, and advocating for arts & culture. The right candidate will have the ability to leave a legacy as they grow the funding and community engagement of Spokane Arts.

The preferred candidate will be drawn to the mission of Spokane Arts and will possess the following: significant leadership skills with demonstrated success in supervisory and budget management; appreciation for arts & culture across disciplines; a demonstrated commitment to equity and accessibility; the ability to be a passionate, articulate spokesperson for arts & culture; strong fundraising experience, preferably in the arts or nonprofit sector; a self-motivated style, coupled with a positive attitude and a collaborative spirit; the experience to develop and implement strategic planning for the organization; an action-oriented, adaptable, and innovative approach to organizational planning.

Since 2017, the organization has contracted with the City of Spokane to manage a portion of the city's collected admissions tax, 33% of which is dedicated to arts and culture by city ordinance. The admissions tax is a 5% fee charged as part of admission to for-profit ticketed entertainment like concerts, movies, and more. The 33% dedicated to arts & culture was significantly impacted by the pandemic but has nearly returned to pre-2020 levels. In FY2022 the amount was ~\$176,000 and in FY23 is ~\$323,000. The 33% of admissions tax dedicated to arts and culture funds the Spokane Arts Grant Awards (SAGA), the only local grant program solely dedicated to arts & culture, and also funds various programs including the curation of the Chase Gallery, the city poet laureate program, murals, public performances, a short film documentary series, Queer Art Walk, the annual Arts Awards, and more. Spokane Arts seeks to increase municipal funding for arts & culture, to be at similar or higher levels than comparable mid-sized cities & regions.

## RESPONSIBILITIES:

### Strategic Planning

- Work with the Board of Directors and the Commission to develop short- and long-term, mission-focused strategic goals, and translate them into concrete action items
- Lead or co-lead strategic planning efforts for the sector as a whole
- Demonstrate or develop deep knowledge of arts & culture in the greater Spokane region
- Foster appreciation for the value of arts, culture, and creativity in greater Spokane region
- Represent Spokane's cultural resources locally, statewide, and nationally

### Cultivate Fundraising & Growth

- Significantly expand fundraising and revenue generating activities to support operations and programs, as well as to ensure growth and sustainability
- Build new partnerships and strengthen established relationships with funders, artists, businesses, non-profits, political and community leaders, media, and other stakeholders
- Participate in research and advocacy efforts to develop economic impact & equity data; employ this information to build support for the local arts & culture sector

### Leadership & Management

- Strengthen and build upon the organization's unique role in the community
- Deepen partnerships with Spokane Arts' stakeholders, including artists, cultural organizations, creative businesses, partnering organizations, funders, and political and community leaders
- Actively engage and energize Spokane Arts volunteers, board members, committees, partnering organizations, and funders
- Develop effective systems to track progress towards goals and desired outcomes. Measure successes that can be effectively communicated to the board, funders, media, and other constituents. Recommend timelines and resources needed for evaluation
- Ensure ongoing programmatic excellence through rigorous program evaluation, and consistent quality of administration, fundraising, and communications
- Develop and support a strong Arts Commission and Board of Directors; build involvement in operational and programmatic activities that propel the organization to the next level; serve as ex-officio of each committee
- Manage accounts payable and accounts receivable, working with accountant to reconcile the organization's fiscal activities
- Develop and manage the annual budget; report organizational finances (internally and externally) to the board, funders, and other constituents
- Oversee completion of state and federal reporting and tax filings

### Communications:

- Strengthen and promote a strong brand for the organization
- Deepen and refine all aspects of communications—from web presence to external relations—with the goal of defining a clear understanding of the organization's work and mission.

## **Qualifications**

The Executive Director will be thoroughly committed to Spokane Arts' mission and its leadership role in the Spokane region. All candidates should have proven leadership and/or management experience and should be comfortable committing no less than 3 years with the organization.

No specific educational requirements or set number of years' experience are required. Experience in nonprofit management as well as collaborating with a Board of Directors is strongly preferred. An appreciation of arts and culture is expected to succeed in this role, as well as proven success in fostering a diverse and equitable environment. Candidates will have strong writing abilities and presentation skills. They should demonstrate a track record in managing budgets and fundraising, as well as proven success in building and strengthening strategic partnerships.

## **Compensation and Benefits**

The salary range for the position is \$100,000 to \$115,000, depending on experience. Benefits include paid vacation, sick leave, and holidays; a monthly health incentive stipend; annual bus pass; and professional development opportunities.

## **Traits and Characteristics**

- Diplomacy and Personal Accountability – the ability to handle difficult or sensitive issues effectively and tactfully, while being answerable for personal actions
- Resiliency and Flexibility – the capacity to recover from adversity quickly, while adapting to change with minimal resistance
- Time and Priority Management – the dexterity to prioritize and complete tasks in order to deliver outcomes within allotted time frames
- Leadership and Teamwork – the capability to organize and influence people to believe in a vision while creating a sense of purpose and direction; cooperation with others to meet objectives