

Allens Lane Art Center- Executive Director

JOB DESCRIPTION

Allens Lane Art Center (ALAC) seeks an Executive Director to lead this vibrant arts organization -- with a rich and important history -- and take it to the next level. With the right individual at the helm, ALAC is ready to expand on our mission to provide, “programs and activities that bring our diverse community together to experience and support the arts.”

Allens Lane Art Center (ALAC) was founded in 1953 by an interracial group of Mt. Airy residents who were concerned about the dangers of increasing community tension. Most were parents of children attending local schools who felt that increasing access to the arts would be a way to bring people together as well as develop individual talents. Read more about our history and programs here: allenslane.org

Working in partnership with a committed, active board and talented staff, the Executive Director oversees all programs and services in support of ALAC's mission, vision, and values. The Executive Director's top priorities for the first year will be to:

1. Grow ALAC's financial capacity by building a strong donor base of individual and institutional funders;
2. Expand and strengthen its community relations and partnerships;
3. Evaluate current programming in order to implement an even more vibrant program plan; and
4. Develop and implement a marketing/outreach plan to help build greater brand awareness.

The successful Executive Director must have a demonstrated love of the arts and an understanding of the important role that ALAC can play in supporting the diversity and culture of our community.

Primary Responsibilities:

The Executive Director is an exempt employee with a flexible, full-time schedule. The position requires evenings and/or weekend hours to accommodate activities such as Board meetings, classes, theater productions, and special events.

The primary duties and responsibilities of the Executive Director include the following:

Leadership

- Participate with the Board in developing and implementing a strategic plan.
- Foster and expand effective, collaborative relationships among Board members, staff, donors, sponsors, and the community at-large.

- Develop and direct the implementation of ALAC's marketing, communications, and fundraising strategies.

Financial Planning & Risk Management

- Lead ALAC's fundraising efforts to diversify and expand funding to support both day-to-day operations and future growth including individual, foundation, and corporate giving.
- Oversee the management of financial planning and forecasting, budgeting, and resource allocation; develop an annual budget and ensure that appropriate internal controls are in place and operating as intended.

Operational Planning & Management

- Oversee the planning, implementation, and evaluation of ALAC's programs and services; monitor program/service delivery to maintain or improve quality; ensure programs/services contribute to the Center's mission, and reflect the approved priorities and budget.
- Determine staffing and volunteer needs and recruit, select, and manage staff and volunteers with the skills and personal attributes to help further ALAC's mission.

Communications

- Work to develop and expand ALAC's visibility and brand recognition through public and media relations, print, and internet-based platforms, including website and Social Media.
- Serve as the primary spokesperson for ALAC; communicate with key stakeholders to keep them up to date regarding the accomplishments and needs of the organization.
- Establish and maintain strong partnerships with community groups, the media, funders, and other agencies.

Qualifications

We are seeking a dynamic and agile leader able to manage both day to day operations and to think strategically about the future of the Center. *The ideal candidate will have a strong commitment to ALAC's mission of enriching our diverse community through the arts.*

- A bachelor's degree and a minimum of 7-10 years of relevant leadership experience
- Specializing in Arts Administration, Business Administration, Non-Profit Management, or equivalent field a plus.
- Proven track record in successful fundraising
- Effective planning/strategic skills and experience
- Strong communication skills, with an ability to effectively represent ALAC to a wide range of audiences and stakeholders
- Demonstrated ability to partner effectively with a Board of Directors

- Experience with and interest in effectively developing staff and volunteers

Compensation: \$55,000 - \$65,000

An Equal Opportunity Employer

Allens Lane Art Center is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We strongly welcome applicants without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or veteran status.

Education Level:

Bachelor's degree

To Apply

A cover letter along with your resume or CV should be addressed to:

Susan Matyas, Board President

edsearch@allenslane.org

We invite you to include a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and vibrancy of Allens Lane Art Center.

Applications will be reviewed on a rolling basis, with a priority deadline of May 28, 2021.

References will be requested prior to an offer of employment.

No phone calls please.