

Job Title: Executive Director
Organization: *Arts Every Day*
Reports to: Board of Directors
Date: October 22, 2009

Arts Every Day, a growing, dynamic non-profit, whose mission is to strengthen learning for all Baltimore public school students by making arts education and cultural experiences an integral part of their education, is seeking an outstanding individual with a keen interest and genuine passion for both arts and education to serve as Executive Director. The ideal candidate will have strong management and leadership skills and will be a self-motivated, energetic consensus builder, a confident strategic thinker, an articulate communicator, and technologically proficient.

Duties and Responsibilities

Administration and Management

- Supervise staff of four;
- Develop annual budget and maintain sound financial practices; and
- Oversee management of office.

Program Development and Oversight

- Implement strategic plan;
- Facilitate collaborations between Baltimore schools and arts and cultural organizations;
- Oversee improvements to website and develop outreach strategies to increase website use by schools and participation by arts and cultural organizations; and
- Oversee and increase the number of Arts Every Day Schools.

Partnership Relationships

- Develop and maintain partnerships with the top administration of the Baltimore Public Schools and with school principals, teachers and parents;
- Develop and maintain partnerships with Baltimore arts and cultural organizations;
- Develop strategic relationships with elected and agency officials at the local and State levels;
- Develop strategic relationships with the Baltimore business community and other community leaders; and
- Represent the programs and philosophy of the organization to agencies, organizations, and the general public.

Development Efforts

- Maintain and nurture relationships with current funders;
- Develop and implement strategies to increase gifts and attract new donors from the public and private sectors; and
- Develop and implement strategies to increase the visibility of Arts Every Day and its mission.

Board Relations

- Revise strategic plan as needed with Board support and approval;
- Regularly update the Board on the fiscal condition of the organization and the effectiveness of its programs;
- Involve the Board in development activities to ensure that adequate funds are available to permit the organization to carry out its work;
- Work with the Treasurer and the Board to develop budget, establish budget guidelines, and oversee audit;
- Jointly, with the President and Secretary of the Board, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents; and
- Provide staff support to the Board committees.

Experience and Qualifications

Candidates must have a minimum of five years management experience. Masters degree preferred, as is prior experience as an executive director.

Send cover letter and résumé to EDsearch@artseveryday.org.

Preferred start date early January 2010. Interviews will begin in November. Position will remain open until filled. **Arts Every Day** is an equal opportunity employer.