

ART LEAGUE HOUSTON

POSITION ANNOUNCEMENT Executive Director

Art League Houston cultivates awareness, appreciation and accessibility of contemporary visual art within the community for its cultural enrichment. The organization achieves its mission through education, exhibition and community outreach programs. **Art League Houston is currently seeking applicants for the Executive Director position.** Founded in 1948 and incorporated as a non-profit in 1953, Art League Houston is one of Houston's longest operating non-profit visual arts organizations and was the first alternative art space in Texas. Throughout its history Art League Houston has presented over 775 exhibits, showcased the work of over 22,200 artists, instructed over 35,000 students, and recently completed construction on a 6,000 sq. ft. school and gallery building.

- Art League Houston's studio program offers fun and challenging art courses for high school students and adults. Each class develops skills in viewing and creating art. Participants discover new art materials, create their own works of art and gain opportunities to exhibit their work. Classes include instruction in painting, printmaking, drawing, sculpture, jewelry, and mixed media. Small classes, dedicated instructors, and new studios facilitate the learning process. Courses do not have any prerequisites. All levels of experience are welcome.
- In 1990, Art League Houston created a studio program devoted to adults living with HIV/AIDS. This program, the only such one in Houston outside of clinical settings, has grown to include people living with Cancer Related Illnesses, Multiple Sclerosis, Fibromyalgia, and physical challenges. Free art classes are offered twice weekly, year-round. We also assist students to exhibit and sell their work and offer workshop topics on the unique concerns of the business side of the arts for people with disabilities. No art experience necessary to participate.
- The exhibition program showcases artists and students whose innovation and social consciousness provide the community with diverse and socially relevant contemporary visual art. A highlight of the exhibition program is the Texas Artist of the Year award created in 1983 as a dynamic and informative annual project documenting Texas art history. Each year, Art League Houston honors those whose work or patronage has had a significant and positive impact on contemporary visual art in Texas.

Job Description attached.

Interested candidates should submit a cover letter, resume and references to:

recruiters@thesearchcenter.com

Executive Director Search

The Search Center

1155 Dairy Ashford, Suite 404

Houston, Texas 77079

fax 281.589.8425

ART LEAGUE HOUSTON

POSITION DESCRIPTION

Executive Director

Summary: The Executive Director implements the strategic goals of the organization and with the President enables the Board to fulfill its governance function. The Executive Director is responsible for organization, direction, and administration of the agency, including its policies, programs, and services. S/he oversees the design and implementation of all fundraising activities. Emphasis is on planning and development of agency programs and services, management of the organization's human, fiscal, and materials resources, and community relations. Additional responsibilities include research, budget development and administration, formulating and recommending policies for board adoption, and serving as a liaison and spokesperson for Art League Houston with other agencies, funding sources, and community stakeholders. Day-to-day management and implementation of the agency's programs and services are performed with considerable independence of action and are under the authority of the board of directors.

Essential Job Duties and Responsibilities:

Board Support and Leadership

- Advises and informs the Board and brings all appropriate issues and policy decisions to the Board in a timely manner for resolution.
- Assist President and nominating committee in integrating new Board members and providing ongoing leadership development
- Assist Board in planning and executing fundraising events
- Provide all Board committees with competent staff support
- Help to maintain Board interest and enthusiasm
- Serve as liaison between Board and staff, and between constituents and Board

General Agency Management

- Develop agency budget for Board approval. Administer approved agency budget and agency resources within budget guidelines according to current laws and regulations.
- Determine staffing requirements and configuration within budgetary authorization and program expectations. Plan, assign, and supervise the work of subordinate staff. Set work standards and job responsibilities for employees. Set individual performance objectives. Work with Board to develop and maintain personnel policies and procedures that fully conform to current laws and regulations. Interview, select, train, evaluate, and discipline staff.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation. Apply, timely, for all funds budgeted from outside sources. Provide staff support to board development committee.
- Maintain a professional awareness of interest in the field through attendance at seminars, conferences, workshops, and other activities that provide for increased skill and knowledge.

Program Planning, Development, and Management

- Oversee design, marketing, promotion, delivery and quality of programs, products and services.
- Oversee all fundraising activities including grants, annual giving, capital campaigns, special events, and other solicitations.

- Assure that program objectives are set and met.
- Evaluate current, ongoing programs and services to assure that community needs and expectations are met.
- Investigate, analyze, and present information about potential programs and services to enhance organizational goals.

Community Relations

- Maintain ongoing awareness of community needs and expectations as they relate to Art League Houston.
- Serve as official spokesperson for the agency (as authorized by the Board).
- Develop and implement appropriate public relations and community education programs that enhance the community's awareness of and participation in agency programs and services.
- Establish and maintain working relationships with community leaders, and public and private agencies.
- Develop and maintain a high level of rapport with local communications media.
- Establish and maintain effective communications with community agencies (arts and non-arts), agency staff, and constituents.

Education: Bachelor's of Arts in nonprofit management, arts administration, or related field required; Master's in nonprofit management, arts administration, or related field preferred.

Experience: Minimum of 7 years' experience in nonprofit or public agency management, including financial management and supervising paid staff and volunteers; experience in working with board of directors. Demonstrated ability to carry out the variety of tasks outlined in the position description. Experience in working collaboratively with public and private sector agencies. Demonstrated ability in public speaking, clear and effective written and oral communications, and effective group skills.

Knowledge, Skills and Abilities: Collaborative management style; ability to plan, direct and coordinate activities; administer grants and contracts; work with funding providers, community groups and other organizations as necessary; meticulous and conscientious work in regards to deadlines and deliverables; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies. Ability to read, analyze, and interpret professional journals, financial reports, and legal documents; write reports, business correspondence, and procedure manuals; efficiently respond to questions from board of directors, staff, members of the community and other stakeholders; communicate effectively in both written and oral form; and, effectively present information to stakeholders. Knowledge of accounting software (prefer quick books pro), excel, Microsoft Office.

This position supervises all staff and reports to the Board President.

Travel: Ability to travel within the Greater Houston area as needed.

Classification Status: This position is classified as regular/full-time salaried/exempt.

Revised: January 22, 2008