



CAREER OPPORTUNITY: EXECUTIVE DIRECTOR

Since 1995, Urban ArtWorks has provided opportunities for emerging artists and local youth to create vibrant pieces of public art together in neighborhoods throughout Seattle. Now, we taking an exciting step in our mission to create public art that empowers young people and transforms communities, with the addition of an Executive Director.

This full-time leadership position (40hrs/week), reporting to the Board of Directors, is responsible for the management and strategic growth of Urban ArtWorks. Our ideal candidate is an experienced nonprofit leader with deep knowledge of youth programs, public art, building organizational capacity, fiscal management, and a passion for the positive impact that art can make in young lives.

KEY RESPONSIBILITIES

- Direct and manage strategic and creative vision of organization
- Day-to-day operations and fiscal management
- Strategic planning (multi-year, marketing, other)
- Manage calendar of public art projects
- Oversee youth programs operations and growth
- Oversee fundraising: grant writing, donor cultivation and relations, event planning, other strategies
- Annual budget development and execution
- Performance reviews, hiring staff, creating and updating job descriptions and policies
- Primary point of contact for clients, artists, volunteers, the public, and community partners
- Create key collateral including annual reports in partnership with staff and volunteers
- Manage communications and marketing to key audiences, including community engagement and public speaking
- Actively seek new partnerships and projects in business, government, arts, education, and community sectors
- Maintain and grow roster of teaching artists and public artists
- Communicate with Board of Directors and provide all necessary information and materials as directed

REQUIRED EXPERIENCE

- A passion for public art and working with young people
- Nonprofit leadership or management experience (arts or youth organizations strongly preferred; minimum 3 years or equivalent experience)
- Strategic planning experience
- Budget and fiscal management experience, including budget preparation, analysis, decision-making and reporting
- Experience creating operational efficiencies, including project management
- Experience leading teams and managing staff development
- Demonstrated success in fundraising across platforms, including grant writing

REQUIRED EXPERIENCE (CONTINUED)

- Experience building relationships and working with corporate and community partners, philanthropic institutions, individual donors, and more
- Responsive, professional, and detail-oriented communicator; strong public speaking skills
- Experience supporting and working with a board of directors
- Track record of creating inclusive and collaborative environments; commitment to racial equity and social justice
- Not afraid to roll up her/their/his sleeves and get a little paint on them!

PREFERRED EXPERIENCE

- Degree or certificate in nonprofit management
- Experience working with opportunity youth (teaching or other)
- Experience creating and growing programs (institutional, volunteer, or other)
- Capital campaign experience
- Change management experience
- Community organization experience
- Social media and/or digital campaign strategy
- Public-facing communications experience (PR, marketing, digital campaigns)
- Existing relationships with Seattle arts community and artists working in the public art space

To apply, please send your resume, three professional references, and a cover letter telling us why you think you'd be a great fit for the Executive Director role to jobs@urbanartworks.org. No phone calls please.

We look forward to hearing from you!