

Self Help Graphics & Art

Executive Director Position Description

TITLE: EXECUTIVE DIRECTOR REPORTS TO: BOARD OF DIRECTORS
TYPE: EXEMPT
DATE: JUNE 2022

Summary

The Executive Director is responsible for day-to-day leadership, overall management and operations of Self Help Graphics & Art to advance the organization's vision, mission, strategy, annual goals, and long-term objectives, including:

- Working closely with and reporting to the Board of Directors.
- Leading the Staff to position the organization to thrive through the creation, implementation, monitoring and adjusting of strategic and tactical plans thereby energizing and engaging SHG's organizational culture and mission;
- Ensuring artists (youth to professional artists) are engaged at all times through program strategy, tactical planning, and overall organizational planning.
- Ensuring the organization has the necessary resources to effectively fulfill its mission;
- Ensuring compliance with, and support of, the directives and policies of the Board of Directors.

Primary Duties

Organizational Leadership

- Participates with the Board of Directors in the creation and evolution of the organizational vision;
- Sets specific organizational goals, under the direction of the Board of Directors and works toward meeting the goals utilizing SHG's values as a compass;
- Evaluates the potential risks and rewards of current operations, potential new strategies and organizational;
- Assesses and develops plans to mitigate risks to the organization;

Talent Management

- Creates a positive workplace culture that fosters an organizational culture that elevates creativity, trust, safety, collaboration, and professional development
- Aligns human resources to strategic, operational, and programmatic priorities;
- Hires, develops, supervises, retains and evaluates high quality staff to effectively fulfill the mission of the organization;
- Ensures that the organization is in compliance with laws and regulations;
- Sets staff policies and determines compensation, within Board approved budget;

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- Sets clear standards of performance, professionalism, expectations, and responsibilities for staff;

Board Relations

- Develops and sustains positive working relationships with all Board and committee members as well as coordinates work with the Board's committees;
- Directs and nurtures the Board's fundraising efforts;
- Ensures the Board is trained in board governance and understands their legal responsibilities;
- Advises the Board on the establishment and revision of policies;
- Communicates effectively with the Board and provides, in a timely and accurate manner, information necessary for the Board to make critical decisions;
- Ensures the Board is regularly informed on the financial status of Self Help Graphics & Art;

Financial Management

- Oversees financial and administrative functions to ensure immediate and long-term fiscal integrity and sustainability;
- Manages the organization's resources within the Board approved annual budget and spending policy;
- In collaboration with staff, recommends yearly budget for Board approval;

Fundraising

- Works with the Board and development staff to expand the organization's base of philanthropic support;
- Develops and implements new strategies for fundraising, based on current best practices, and new models that are more supportive of BIPOC-led and serving organizations;
- Successfully raises annual fundraising dollars and brings capital campaigns to completion;
- Maintains positive relationships with and actively engages key individual, corporate, and foundation donors;

Partnership and Collaboration

- Develops effective partnerships, collaborations, and strategic alliances to advance the mission;
- Serves as a member of coalitions and collaboratives that can benefit the mission of Self Help Graphics & Art and its constituents;

Public Relations and Advocacy

- Serves as the primary spokesperson for Self Help Graphics & Art;
- Develops and implements strategies to enhance the Self Help Graphics & Art brand;
- Seeks media and speaking opportunities to showcase Self Help Graphics & Art;
- Develops and maintains positive relationships with key elected officials and their staff;
- Works to elevate SHG's legacy to positively impact the Boyle Heights community, Los Angeles County, the arts field statewide, nationally, and internationally.

Secondary Duties

Assumes related responsibilities as appropriate or assigned by the Board.

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Supervisory Responsibility

The Executive Director in this position directly supervises 2-6 employees, indirectly supervises 20-30 employees, and through them 100+ independent artist contractors.

Environment

The environment for this position may include a shared work space and private office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The Executive Director is in a non-confined office-type, print studio and art exhibition space in which he or she is free to move about at will.

Physical Activity

In the course of performing this job, the Executive Director may spend a majority of time sitting or standing, speaking and listening. He/she is expected to travel on a periodic basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the job.

Equipment Operation

The Executive Director in this position operates the following equipment:

- typical office equipment
 - automobile
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Position Requirements

These specifications are general guidelines based upon the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation.

To perform effectively in this position, the Executive Director must have:

- working knowledge of general business operations in a nonprofit, visual arts environment.
- in-depth knowledge of the management process, especially as it applies to growth and long-term planning
- marketing, fundraising and promotional skills
- financial/accounting skills to manage an organization budget of \$2+ million
- demonstrated leadership and organizational skills

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- very effective oral and written communications skills
- ability to plan organization-wide processes (setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the processes)
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Typically, these skills and knowledge are the result of a combination of formal education (to the post-graduate level) in business, art management, nonprofit management, marketing, finance or related area and several years of experience in increasingly responsible management positions.

Competencies

Communication – Communicates well (written and verbal), delivers presentations effectively, is a credible spokesperson to represent agency to public, has good listening skills

Job Knowledge - Understands all facets of job, aware of duties and responsibilities, keeps job knowledge current

Leadership - Provides strong leadership, sets a good example, skilled decision maker, motivator, encourager

Results Driven - Defines appropriate goals, works toward achieving goals, articulates vision and steps for achievement

Sense of Urgency - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner

Strategic Thought - Works to establish and articulate vision, shows creativity when defining solutions, develops well thought-out plans to achieve goals

Acknowledgement

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my leadership may change the description at any time, according to organization needs.

Name (Print)	
Signed:	Date:

Cc: Executive Director
Employee's File
Board Chair

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HOW TO APPLY:

Please send **cover letter and resume** to executivesearch@selfhelpgraphics.com with the **position title and your name in the subject line**. For example: *Executive Director - Jane Doe*. Position will remain open until filled.