



## Executive Director Leadership Opportunity in the Arts

### Overview

MACLA (Movimiento de Arte y Cultura Latino Americana) is an energizing contemporary arts space where Latino artists create and showcase new work to help define, interpret and transform society. We partner with a variety of multi-cultural groups and reach over 25,000 people a year with our visual arts, performance and literary programs, youth arts education and community development through the arts.

Founded to seek equity for multicultural arts organizations, MACLA has always worked in economically disadvantaged neighborhoods lacking arts venues. We are now established as both a community resource and downtown arts venue in the William/Reed Corridor. Residents use our space for community meetings ranging from grassroots organizing to formalized neighborhood and community meetings. To promote social integration through the arts, we partner with a variety of community service organizations to create opportunities for the neighborhood to "meet itself" through the arts.

While there are several excellent Latino cultural organizations in San Jose and the Bay Area, MACLA stands apart in the field for its work at both a local and national level. The cross-pollination of multi-cultural audiences has been a distinctive feature of MACLA since its inception as well as serving as a resource for contemporary forms of Latino arts and culture. MACLA serves four main constituencies— the Latino community, artists, youth, and immigrants of whom approximately 70% are Latino, and approximately 60% are 45 and younger. We present programs at MACLA and in community centers, school and other public spaces to reach audiences on their terms and cultivate the next generation of arts patrons – a generation underserved by mainstream arts organizations.

MACLA's annual operating budget is approximately \$600,000 or closer to \$950,000 if you consider the value of our 7,800 sq. ft. in-kind facility lease. Approximately 50% of the budget revenue comes from local foundations, corporations, and individual donors, 40% from national funders and 10% from the City of San Jose.

The Executive Director is accountable to a 9-12 member community-based Board of Directors for the day-to-day operations of the organization and for the achievement of the major strategic objectives. Current staffing included 4 full time and 2 part time employees, 10 artist contractors, and 70 volunteers.

For the incoming Executive Director, the next several years at MACLA will be one of the most rewarding leadership opportunities in the local arts community. Starting with a nationally-respected organization, dedicated staff, and supportive Board and community leaders, the next Executive Director will draw upon their management, leadership, communication skills, as well as their passion for engaging a broad range of local and national donors in funding the arts as a vehicle for community engagement.

The organization has been privileged to participate in initiatives sponsored by the Andy Warhol Foundation to address a number of fundamental "growing pains" inherent to the nature of mid-sized organizations in recent years. These themes of sustainability and internal capacity building continue to drive the following strategic planning priorities:

- Diversify funding streams including placing a greater emphasis on individual donors and earned income opportunities

- Maintain cutting edge programs and exhibitions that reflect the diverse communities we serve
- Continue to attract, develop, and sustain a dedicated staff and Board team as well as systems to support their work
- Actively pursue new facility/space opportunities that would allow MACLA to solidify its presence in the downtown arts district.

For more detailed information about MACLA and our work, visit our web site at [www.maclaarte.org](http://www.maclaarte.org)

### **The Ideal Candidate**

MACLA is seeking a dynamic community leader with a personal or vocational connection to cultural engagement through the arts. He or she should have a proven track record in attracting and sustaining public and private funding as well as strong communication, community collaboration, and team building skills. The incoming Executive Director will bring informed political and financial insights, strategic thinking, and integrity to their work. Candidates should feel comfortable working in a grass roots organization with a diverse cultural and economic base of support. Candidates should also be able to blend effective business methods with the mission of the organization. This is a full-time, exempt position.

### **Essential Requirements**

- Bachelors degree in appropriate field and a minimum of five years experience in a senior management position in a nonprofit or public sector organization
- Understanding of and commitment to MACLA's mission and philosophy of leveraging the arts as a vehicle for community engagement
- Experience building and connecting to diverse communities in ways that are culturally competent
- A proven track record in attracting and maintaining major gifts, government, and foundation support
- Proven communication skills - including speaking, writing, meeting facilitation, and consensus building
- The ability to effectively represent MACLA and its programs and clients among the diverse stakeholders in the community
- Ability to attract, develop, retain, motivate and lead staff, volunteers, and Board members as well as maintain a high level of performance and to effectively utilize their talents
- Financial and/or business management with a budget of comparable size and revenue streams
- Familiarity and comfort with computer technology and the internet.
- Ability to work nights and weekends as needed to support Board and community events

**Start date:** August 2008

**Deadline for applications:** May 26<sup>th</sup> or until filled.

**Compensation:** Starting salary of \$65-\$70K dependent on experience and track record, and the opportunity to lead a highly respected and visible arts organization. MACLA also offers a benefits program that includes health, dental, holidays, and paid time off. Though candidates from beyond the Bay Area are welcome to apply, there are no funds available for relocation or housing assistance.

**Confidential Application Process:** E-mail (Word document) cover letter summarizing interest, qualifications, compensation requirements, and experience along with a current resume to: [MACLASEarch@leadershipintransition.org](mailto:MACLASEarch@leadershipintransition.org) with "MACLA ED Search" in subject field. Resumes without a cover letter will not be considered. Inquires from candidates are welcomed and should be directed to Margaret Donohoe, Leadership Transition Consultant at (408) 979-0572.

## **Executive Director Job Responsibilities**

### Vision and Planning (20-25% of job responsibilities\*)

- Serves as a visible and credible representative of MACLA and its constituents to further the organization's mission and values
- Develops and maintains a thorough knowledge of the issues, stakeholders, and emerging talent that are at the leading edge of integrating visual arts, performance and literary programs with community engagement
- Ensures that MACLA's programs and exhibits reflect the mission and values of the organization as well as the diversity of the community served
- Develops a process for planning, implementing, and evaluating short and long-range organizational strategy and program goals for the organization
- Actively pursues new facility/space opportunities that would allow MACLA to solidify its presence in the downtown arts district
- Assists the Board of Directors in their roles and responsibilities by providing support and leadership to the recruitment, orientation and evaluation of the Board

### Community Collaboration/Relations & Fund Development (40-45%)

- Establishes fruitful relationships with community leaders, foundation and corporate funders, major donors, and city officials to assure consistent funding streams and productive relationships
- Responsibility for developing and implementing an annual fund development plan including corporate, government, major donor and foundation support
- Provides the leadership and coordination to the annual campaign and funder events
- Works with Board and staff to expand and diversify resources from public and private sources
- Successfully involves both the Board and staff in fundraising activities
- Provides strategy, oversight, and content to funding proposals and reports
- Defines the communication strategies and assists in writing the content for all collateral materials including the website, newsletter, and promotional materials

### Management, Administration, and Board (35-40%)

- Ensures MACLA's sustainability through thoughtful and realistic budget planning and monitoring
- Recruits, builds, and retains a strong staff and volunteer team with a broad range of skills and diversity consistent with the community we serve
- Ensures compliance with personnel policies established by the Board of Directors and with all federal and state regulations
- Creates an annual plan to develop or strengthen essential skills critical to the success of Executive Director and staff
- Ensures sound financial management and financial accountability for all contributions, income and agency assets
- Responsible for financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations
- Manages the maintenance and renovation of current leased facility
- Negotiates all agency contracts and grants
- Is an active participant of Board, task force and committee meetings
- Reports regularly to the Board of Directors regarding organizational objectives, financial status of the organization and other issues relevant to the Board of Directors
- Provides the Board of Directors with adequate information to assist members in reaching decisions and in formulating necessary policies
- Supervises the implementation of Board of Directors' policies
- Other duties as assigned

*Provided as a guideline to the incoming Executive Director, given the organization's strategic priorities for the first 12–18 months of the job*