

ARTTABLE

POSITION: Executive Director

CLIENT: ArtTable Inc.

LOCATION: New York, New York

ART TABLE SEEKS EXECUTIVE DIRECTOR

ArtTable is the pre-eminent national professional membership organization dedicated to advancing women's leadership in the visual arts. Founded over 35 years ago by a small group of leaders in the visual arts, the organization runs a myriad of programs throughout the country including networking, mentoring, and curator-led museum and gallery visits. ArtTable is based in NYC and has six national chapters around the country.

Position

ArtTable is searching for a New York based Executive Director to lead the organization starting in July 2018. The right candidate should have previous career experience that clearly demonstrates leadership and management of complex and small organizations. This position will be responsible for the organization's growth, change, and continued excellence.

The candidate must have a demonstrated ability to plan, implement, administer, evaluate, communicate and develop resources that are critical to a successful operation. She must be a creative self-starter who can manage a small staff, work efficiently and synergistically with the ArtTable Board of Directors, committee members, and the six regional based chapters.

The candidate must have a passion for and a background in the visual arts with an undergraduate or graduate degree in the arts, business, or nonprofit management.

Roles and Responsibilities

The Executive Director (ED) reports to the Board of Directors, working closely with the President of the Board and the Executive Committee. The ED has responsibility for administrative oversight of program services for the organization, implementing strategic direction, managing human resources, fundraising, brand perception and financial performance. The ED prepares the annual budget for approval of the Board and must maintain and protect all resources of the organization. The ED is the lead spokesperson and public face of ArtTable.

Membership and Member Services

Oversee a robust membership program, ensuring a high level of retention and a steady increase in new members. Work to assure high quality programs that meet members' needs, interests and expectations.

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Strategic and Program Planning

The ED assures the organization has a long-range strategy in accordance with board goals and objectives, developing metrics that measure the progress of these strategic objectives in a timely manner. The Director executes and monitors performance standards and principles of ArtTable's programs, activities, and personnel.

Financial Management

The Executive Director develops and submits an annual budget to the Board and presents financial statements that accurately reflect the financial position of the organization; reports must track performance to budget at monthly intervals. The ED directs the overall financial management of ArtTable, including operating within the approved budget, ensuring maximum resource utilization, and maintaining a positive financial position.

Development and Fundraising

In collaboration with the Board of Directors, the ED provides leadership and oversight in fundraising, planning and implementation of financial goals. Activities include research of funding sources, establishing strategies to approach prospective contributors and submitting grant proposals while maintaining accurate fundraising records and documentation.

The ED cultivates existing donors for ongoing support while seeking new prospects, identifying opportunities to diversify and expand the organization's donor base.

The ED works to maintain and expand membership, creating systems and implementing outreach to new, renewing and lapsed members.

Communications and Public Relations

The ED formulates and executes comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from donors, foundations and corporations. The ED advances the organization by building internal relationships of trust, cooperation and teamwork with open channels of communication.

The ED educates and expands widespread knowledge of ArtTable, conveying its mission, ensuring that current and potential members and partners understand the scope and relevance of ArtTable's work.

Technology

The ArtTable's website and web based communication tools are the major conduit to and interface with the national membership. The ED is responsible for maintaining and enhancing the functionality and efficient use of this primary resource. The ED must stay attuned to the technological needs and opportunities for the organization and work with the staff and the Board to utilize them.

Organizational Management and Human Resources

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The ED manages the organization's human resources according to personnel policies and procedures to ensure compliance with current labor laws and regulations while maintaining a workplace environment conducive to attracting, retaining and motivating a staff of top quality employees.

Appropriate management will include supervising staff meetings, performance reviews and feedback within an annual cycle with measurable goals. The ED will encourage staff retention by supporting meaningful opportunities for professional development and growth.

Background of ArtTable

ArtTable is the foremost professional organization dedicated to advancing the leadership of women in the visual arts. Through our national membership network and community initiatives, we expand opportunities for women from diverse backgrounds and at all stages of their careers, fostering a stronger future for all women in the arts.

Although membership and member services remain critical to ArtTable's future, the organization has always had a larger public purpose. Our annual benefit gala recognizes and promotes the achievements of outstanding women in the visual arts on a national level. Through our multiple career-oriented programs at the national and chapter levels, we have also assumed an active role in advancing opportunities for the next generation entering the field and developing pivotal relationships with young women of diverse ethnic and cultural backgrounds to address the marked lack of diversity in arts employment.

Candidate background:

BA or higher in visual arts or a related field
Strong experience in the art world
5+ years of executive level management experience
Non-profit fundraising experience required

To apply please send your cover letter and resume to:

arttableexecutivesearch@gmail.com