



### **Job Title**

Executive Director

The Center for Contemporary Art ("The Center")

[www.ccabedminster.org](http://www.ccabedminster.org)

### **Job Overview**

We are seeking a bright and enthusiastic individual to lead The Center for Contemporary Art through an exciting period of growth and momentum. The candidate must possess a keen passion for the arts and arts education, a desire to have an impact on the community, and a strong innovative spirit for exploring new programs. The individual should also possess strong communication skills to influence and excite others in furthering The Center's mission: "To provide a vibrant, contemporary cultural center through arts education, exhibitions, and community partnerships that will inspire creativity and enhance people's lives."

The Center for Contemporary Art is a regional art center with in-person and virtual art classes, workshops, summer art camps, rotating art exhibitions, and community partnership programs. The Center offers art classes for children and adults in a broad range of media including painting, ceramics, drawing, and pastels. We present exhibitions of contemporary art in three galleries as well as annual members' and international juried exhibitions. Community partnership programs bring art experiences to children with Autism Spectrum Disorder, seniors, and people affected by cancer.

The Center is a non-profit 501(c)3 organization funded by educational programming, donors, sponsors and government foundations and grants. It is critical that the candidate have experience in grant-writing and understand the significance of fundraising initiatives to non-profit entities.

All are welcome at The Center. We are committed to creating a safe and welcoming space where all voices and perspectives are heard, valued, and represented. The ideal candidate for Executive Director actively embraces this mentality and will further our diversity, equity, accessibility, and inclusion initiatives.

## **Job Description**

The Executive Director (“ED”) functions as the day-to-day leader of the organization and reports to the Board of Trustees. The ED oversees all aspects of operations and is responsible for program development and oversight, fundraising and donor cultivation, strategic planning, public relations, human resources, facility oversight, and financial management.

## **Qualifications/Attributes**

- Understanding of and belief in the value of arts education
- Demonstrated fundraising and grant-writing skills
- Proven track record in growing revenue from programs and new revenue streams
- Ability to create and maintain a welcoming, inclusive, and collegial working environment
- Detail-oriented, organized, with multi-tasking skills
- Accomplished verbal and written communication skills
- Ability to manage a flexible schedule to accommodate attendance at exhibition receptions, meetings, fundraisers, and community events
- Financial acumen and budgeting experience
- Working knowledge of Microsoft Office programs, CRMs, and social media platforms

## **Job Position Details**

The Executive Director’s essential duties include, but are not limited to, the following:

### Program Development and Oversight:

- Work with the Director of Education Programs and Ceramics Programs Manager to develop year-round studio offerings for children and adults and summer and school break art camps.
- Work with the Director of Education Programs and Ceramics Programs Manager to develop community partnership programs for specific populations
- Plan and schedule up to eight exhibitions annually, work with the Exhibitions Committee to select solo exhibition awardees, identify and approach jurors, judges, and curators, ensuring a diverse and inclusive group of selectees
- Work with the Director of Communications and Development to develop and grow The Center’s membership program
- Participate in all Board committee meetings

### Strategic Planning:

- Work with consultant, board, and staff to refine and implement The Center's strategic plan
- Work with Board, Director of Communications and Development, and Social Media Associate to develop data driven strategic marketing plans
  - Direct marketing surveys, including audience research and evaluation
  - Prepare market analysis of competitive programs and organizations.  
Ensure The Center offers appealing programs at a sustainable price point.
- Report to the Board of Trustees on the progress towards the goals of the strategic plan, including DEAI goals

### Fundraising and Donor Cultivation:

- Work closely with the Board Fund Development Committee, the Director of Communications and Development, and volunteers to plan and implement annual giving campaigns, special event fundraisers, and year-round donor cultivation events
- Identify potential major donors, develop and steward new and current relationships, write personalized appeal letters, and make one-on-one asks for financial support
- Research and identify potential sources of grant and sponsorship support
- Develop and steward existing relationships with institutional funders
- Write grant funding proposals to solicit funding for general operating support, programming, facility needs, and professional development, including, as needed, outside consultants to lead the Center's DEAI activities
- Work with the ADA Coordinator to develop and implement three-year ADA plan required of New Jersey State Council on the Arts grantees

### Public Relations:

- Work with the Director of Communications and Development to refine and promote programs and events across all platforms
- Represent The Center as its public spokesperson and visible member of the organization
- Network actively in the community and represent The Center at the Somerset County Business Partnership, ArtPride NJ, and other county and regional arts events
- Liaise with with elected officials of towns surrounding the center including Bedminster, Bridgewater, Bernardsville, Bernards Township, Somerville, and more.
- Identify Somerset County town art festivals to promote the Center

## Human Resources

- Manage a staff of three- four full-time and additional part-time employees, as well as teaching faculty
- Develop The Center's policies and procedures and ensure staff compliance
- Conduct annual assessments of full-time staff, set goals, and recommend salary increases
- Implement The Center's Diversity, Equity, Accessibility, and Inclusion goals and initiatives

## Financial Management

- Develop the annual operating budget with input from the Treasurer and Finance Committee
- Provide monthly Profit & Loss and Balance Sheet reports to the Board of Trustees
- Work with The Center's accountant and provide all reports required for the annual audit

## Facility Oversight

- Work with the Director of Education Programs and Operations to identify facility needs
- Hire contractors, implement building repairs, improvements, and maintenance

## **Educational Qualifications**

Bachelor's degree in Arts, Museum Studies, Business, Education, or related fields.

Master's degree preferred.

## **Compensation & Benefits**

\$60,000-\$70,000 compensation range, commensurate with relevant experience

Annual bonus dependent upon financial results

This position currently does not offer medical or dental insurance

Nine paid federal holidays, two-week paid winter break, fifteen paid vacation days

Flexible Hybrid Work Schedule

***Send a resume and cover letter by email to [jobs@ccabedminster.org](mailto:jobs@ccabedminster.org). No phone calls please.***

*The Center is committed to a workplace free from discrimination or harassment. Equal Employment Opportunity has been and will continue to be, a fundamental principle at The Center for Contemporary Art, where employment is based upon an individual's personal capabilities and qualifications without regard to their race, color, religion,*

*gender identity, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or sexual orientation or status as special disabled veteran in accordance with applicable federal and state laws. Further, The Center will make reasonable accommodations in the employment of qualified individuals with disabilities where such accommodation does not create an undue hardship to The Center.*

*The Center is committed to hiring staff from a diverse range of backgrounds. Candidates from historically underrepresented communities are strongly encouraged to apply.*