



Position Announcement Executive Director

The Drawing Studio is accepting applications for the position of Executive Director. For confidential consideration, please send a cover letter, resume and three references to:

executivedirectorsearch@thedrawingstudio.org. Applications received by January 25, 2019 will be assured consideration, but the position will remain open until filled.

The Opportunity: To lead a dynamic group of staff, board members, volunteers, students, and patrons during a period of innovation and growth.

Our vision: The world is a better place when art and creative spirit are fostered as cultural necessities.

Our mission: To inspire people of all ages and backgrounds to embrace art practice as a pathway to personal growth and healthy community.

Our Values

✓ **Learning and Discovery**

The Drawing Studio promotes learning as an engaging and creative experience. Art study and practice are holistic processes that increase observational skills, deepen understanding, enhance communication, and intensify interest in new ideas and experiences.

✓ **Wellness**

Art practice supports well-being by integrating the powers of concentration, presence and awareness. A deepened ability to “see” connects us in new ways to our mental, physical, and spiritual lives.

✓ **Community**

The sharing of ideas and skills within the supportive environment of The Drawing Studio creates collaborations and celebrates discovery, which in turn expands, nurtures, and unites our community.

✓ **Diversity**

By embracing diversity of thought and participation, we weave the fabric of an evolving tapestry of life experiences, expressions, traditions, and innovations.

✓ **Support and Contribution**

We are grateful for a generous flow of financial support, sponsored gifts and friendship that sustains The Drawing Studio through time. We express our gratitude by giving to the community in the form of service, advocacy, and inspiration.

The Drawing Studio (The Drawing Studio) is a 501(c)(3) non-profit visual arts learning center serving the vibrant, diverse communities of Tucson and southern Arizona for twenty-six years. The Drawing Studio's mission and vision are grounded upon **a deep understanding of the transformative role studio art practice can play in people's everyday lives**. We currently serve close to 3,000 adults, children, youth, and seniors each year through classes and workshops at our main and satellite sites, year-round exhibits, open studios and labs for ongoing practice, membership programs, a wide range of special events, and outreach initiatives that serve people of all ages who have the least access to art. The Drawing Studio has over 450 members and this year offered 482 in-house classes and 157 outreach classes in libraries and nonprofits.

The Drawing Studio owns its building at 2760 N. Tucson Blvd. Our recently completed strategic plan includes feasibility studies and planning for expansion at this site.

Position Summary

The Executive Director provides strategic leadership and vision to The Drawing Studio in support of its mission, goals and strategic plan. The Executive Director embodies the values and mission, and works closely with the Board of Directors, staff and instructors to ensure quality programming and services to the community. The successful candidate will develop and strengthen partnerships with other nonprofit and for-profit organizations, arts organizations, local businesses and corporations, major donors, and other stakeholders. The Executive Director plays a major role in increasing sustainability and growth of The Drawing Studio.

The annual budget of The Drawing Studio is \$500,000, with over 35 teaching artists and an administrative staff of 5 (3.2FTE).

Responsibilities

- Provide leadership for the organization's continued growth and success through development and execution of the strategic plan in conjunction with the board and staff.
- Maintain a high-performing staff team by identifying, recruiting, training, regularly evaluating, and retaining highly talented employees.
- Work with the Education Director and Program Directors to develop innovative ideas and initiatives for expanding public awareness and programming that is aligned with the mission and strategic plan, as well as cost-effective.
- Manage the budget and ensure that The Drawing Studio is a financially viable, sustainable, organization with the resources to meet current and projected growth.
- Work with the Development Director and ensure The Drawing Studio has the resources to fulfill its financial goals and strategic plan.
- Participate in identifying and cultivating corporate, individual, and foundation donors.
- Serve as the key spokesperson for The Drawing Studio. Reach out to the community to represent The Drawing Studio, its vision and services, through public presentations and by attending relevant business events, conferences, and gatherings.
- Develop and work collaboratively with the board of directors and its committees.
- Inform the Board regularly of internal organization matters, including relevant staffing, funding, and program successes and priorities.

- Maintain and enhance strategic partnerships with local organizations and businesses.
- Encourage collaboration and community capacity building around the arts in Tucson.
- Through collaborative and inspired leadership, maintain a work culture that is mission-centric and values teamwork, effective communication, accountability and outstanding programming and service.
- Continually develop and evaluate communications among the Board, staff, donors, teaching artists, volunteers, and the community.

Reporting Relationships

The Executive Director reports to the Board of Directors. The Development Director, Director of Education, Program Director, and Office Manager report to the Executive Director.

Qualifications and Personal Qualities

- Undergraduate degree preferred.
- 3-5 years related experience in nonprofit or for-profit business management or entrepreneurship.
- Financial expertise including oversight, budgeting, projections, and analytics.
- Proven skills related to revenue generation: donor-centric fundraising and stewardship, retail, sales, product development or related area.
- Demonstrated success creating and building partnerships and collaborations.
- Knowledge of and networks in the Tucson community.
- Strong written and verbal communication skills.
- Proven management abilities and problem-solving skills.
- Operational and financial management experience.
- Experience with a Board of Directors and nonprofit organization.
- Commitment to and appreciation of the arts.
- Proven commitment to the community.
- Curiosity and openness to diverse perspectives and experiences.
- Strong delegation, motivation, and leadership abilities.
- Sense of humor, integrity, and willingness to both work hard and rest well, commitment to wellness.
- Proficiency in Microsoft Office, Quick Books, and fundraising and scheduling databases.

Salary Range: \$60,000 - 70,000, depending on experience.

The Drawing Studio is an equal opportunity employer.