



## **POSITION AVAILABLE: EXECUTIVE DIRECTOR, WORKING CLASSROOM**

### **MISSION**

Working Classroom cultivates the artistic, civic, and academic minds of youth through in-depth arts projects with contemporary artists to amplify historically ignored voices, resist systemic injustices, and imagine a more equitable society.

### **ORGANIZATION**

Working Classroom is a 30-year-old nonprofit located in Albuquerque, New Mexico with an annual budget of approximately \$450,000. Working Classroom's visual art, public art, new media, and theater programs are contemporary, ambitious, and a model for socially engaged arts practice and creative youth development.

### **JOB DESCRIPTION**

We seek candidates who demonstrate a commitment to leading an organization that engages with social justice, prioritizes community leadership, and manifests in contemporary aesthetics. Candidates with experience working with youth from underserved communities highly encouraged to apply.

The executive director oversees all aspects of the organization and is responsible for driving our mission and vision. The executive director will:

- implement an organizational strategic plan with the Board of Directors
- identify, recruit, train new board members
- Ensure the effective operation and delivery of programs
- support and supervise staff
- manage finances
- oversee the maintenance and safety of our Youth Art Center
- ensure the annual budget is funded and organization has adequate cash flow.
- develop a strategy to generate revenues through a variety of fundraising techniques including the identification, cultivation and solicitation of donors, the planning and implementation of special events and earned income opportunities
- oversee grant writing and identify and cultivate new funders (foundations, government, private donors)
- public relations, including raising organizational visibility locally and nationally
- cultivate and maintain mutually beneficial community partnerships
- support the organization's mission and principles.
- maintain an environment that facilitates the achievement of youth artists and ensure delivery of programs, services and activities that prioritize youth artists
- implement administrative and operational systems to support effective operations.
- ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.

### **REQUIRED QUALIFICATIONS:**

- 5 years senior leadership experience or equivalent
- degree in arts, arts administration, nonprofit management, social sciences or equivalent
- demonstrated success in grant writing and fundraising
- excellent written and verbal communication skills
- demonstrated commitment to social justice, equity, and inclusion
- because we work with minors, candidate must be willing to submit to and pass a background check

**DESIRED QUALIFICATIONS:**

- fully bilingual in Spanish and English
- a demonstrated commitment to the advancement of the arts
- a commitment to serving low-income and communities of color
- experience working with a board of directors

**COMPENSATION:**

Salary range, \$45,000 - \$55,000 D.O.E., plus benefits, paid vacation and sick leave, and annual stipend for professional development.

**TO APPLY:**

Kindly send a cover letter and resume including all contact information for three references, to [jobs@workingclassroom.org](mailto:jobs@workingclassroom.org)

Semifinalist candidates may be asked to provide more information, including but not limited to a writing sample, lesson plans, or other creative work.

**DATES:**

Interviews conducted on a rolling basis. Position open until filled. Application period closes on **February 16, 2018**. Ideally, the successful candidate will start between March 12 and April 1, 2018.

WC is an Equal Opportunity Employer, and strives to build a staff and board that reflect the diversity of our constituencies and the neighborhoods, families and students WC serves. WC does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.